



# THE CORPORATION OF THE CITY OF VERNON

## REQUEST TO APPEAR AS A DELEGATION

ON \_\_\_\_\_ 2019  
Day Month Year

APPROVED: \_\_\_\_\_  
Mtg Date: \_\_\_\_\_

(See Council Calendar on back of Form)

**Date of Request:** \_\_\_\_\_

**Name of Person Making the Request:** \_\_\_\_\_

**Name & Titles of Presenter(s):** \_\_\_\_\_  
\_\_\_\_\_

**Contact Information: Phone** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

### DETAILS OF PRESENTATION

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Will There be a Power Point Presentation? No  \*Yes  (\*due one week before the meeting)

Will There be written material provided for the Agenda? No  \*Yes  (\*due one week before the meeting)

### DESIRED ACTION FROM COUNCIL

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\*Please be advised that delegations are limited **5 minutes**, (followed by any questions from Council), unless otherwise resolved by Council.

**(PLEASE SEE REVERSE)**

*Personal information collected is collected in compliance and protected in accordance with the Freedom of Information and Protection of Privacy Act and will be used for the purposes serving our citizens in a responsible and efficient manner.*

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<b>2019 Council Meeting Dates</b>	
January 7 <sup>th</sup> January 21 <sup>st</sup>	July 8 <sup>th</sup> July 29 <sup>th</sup>
February 11 <sup>th</sup> February 25 <sup>th</sup>	August 19 <sup>th</sup>
March 11 <sup>th</sup> March 25 <sup>th</sup>	September 3 <sup>rd</sup> (Tues) September 16 <sup>th</sup>
April 8 <sup>th</sup> April 23 <sup>rd</sup> (Tues.)	October 15 <sup>th</sup> (Tues.) October 28 <sup>th</sup>
May 13 <sup>th</sup> May 27 <sup>th</sup>	November 12 <sup>th</sup> (Tues) November 25 <sup>th</sup>
June 10 <sup>th</sup> June 24 <sup>th</sup>	December 16 <sup>th</sup>

### **Delegation Information:**

- Delegations must be requested in writing
- You will receive written confirmation of your delegation to Council
- Please be aware that the agenda is finally reviewed and set on the Wednesday, prior to the meeting. On occasion, rescheduling does occur during this review, due to volume concerns. We thank you for your understanding when such instances arise.
- Council has established **a 5 minute time limit** for presentations, followed by questions or comments from Council Members
- Any written information for the agenda or Power Point presentations must be received by the **Monday prior to the Council meeting day (ie. one week in advance)**
- The Mayor of the City of Vernon is addressed as “Mr. Mayor” or “Your Worship”, and all questions are directed to the Mayor as Chairman of the meeting.
- Council has established a process by which any presentation made to Council will be brought forward to their next meeting (**approximately 2 weeks’ time**) for consideration.
- **Please be aware** that Regular Open Council meetings will be video recorded and posted to the City’s website for public viewing.

### **Written Submissions, Presentations, Questions or Concerns may be directed to:**

Sue Blakely, CMC  
Deputy Corporate Officer  
250-550-3526  
[sblakely@vernon.ca](mailto:sblakely@vernon.ca)

Or

Patricia Bridal, CMC  
Director, Corporate Services  
250-550-3524  
[pbridal@vernon.ca](mailto:pbridal@vernon.ca)