



Request to Appear as a Delegation

About

Requests to make a presentation at a Council meeting must be submitted in writing using the prescribed form, no later than 12:00 p.m. on the Monday immediately preceding the date of the Council meeting you would like to attend. All Council meetings are streamed live on the City's website and broadcast on Shaw TV. [View our Council Meeting Schedule online.](#)

Delegation Guidelines

- Presentations are limited to a maximum of ten (10) minutes, regardless of the number of presenters, which includes a question and answer period.
- It is recommended that there be no more than two (2) speakers per delegation.
- Any materials you would like included on the agenda should be provided to the Corporate Officer by 12:00 p.m. on the Monday immediately preceding the date of the Council meeting. Please supply your presentation materials in PDF format for display in Council Chambers.
- The requested meeting date will be confirmed by Legislative Services staff, if approved and available. Note: delegations are limited to two (2) per Council meeting.
- If you are intending to ask for funding or financial support from Council as part of your presentation, you will be contacted by a City staff member to discuss this request. For requests that align with criteria established for one or more of the City's existing funding streams, you will be advised of application processes and intake deadlines. If your request does not meet existing criteria or is time sensitive and cannot be considered during regularly scheduled grant intakes, a staff member will advise on potential next steps.

Other Important Requirements

- Presentations must not be for the purposes of personal, professional or pecuniary benefit.
- Delegations are not permitted to address City Council on the following topics to which a public hearing has been scheduled or held and final reading of the bylaw or approval of the permit has not been considered: Official Community Plan applications; Zoning applications; and Development Permits/ Development Variance Permits.

Helpful Presentation Suggestions

- Arrive in advance of the meeting start time as delegations are generally scheduled as one of the first items of business on the Council agenda and identify yourself to the Legislative Assistant upon arrival.
- Be prepared. Have a purpose and support your position with facts.
- Direct your presentation to Members of Council and communicate through the Chair/Mayor
- Be prepared to answer questions from Council.
- Be courteous, respectful and polite.
- Bring at least 12 copies of any materials you wish to provide to Council that were not previously published in the agenda or provided to the Corporate Officer.

Applicant Information

Organization Name (if applicable)

International Student Welcome Committee

Applicant / Contact First Name *

Jen

Applicant / Contact Last Name *

Tkachuk

Mailing Address *

Redacted

City / Town *

Prince George

Province *

British Columbia

Country

Canada

Postal Code *

V2L 2Y3

Primary Phone Number *

Redacted

Email Address *

Redacted

Presentation Information

First Presenter's Name *

Anne Harris

First Presenter's Title / Position *

CNC

Second Presenter's Name

Jen Tkachuk

Second Presenter's Title / Position

Civic Events Coordinator, City of Prince George

Presentation Topic *

9th Annual International Student Welcome Event on September 21, 2018

Purpose of Presentation and/or Action You Wish Council to Take *

- Information Only
- Request for a Letter of Support
- Request for Funding or Financial Support
- Other (please provide details)

Will You be Providing Supporting Documentation (PowerPoint, Brochures, etc.)? *

Yes

No

What types of materials will be provided? *

PowerPoint Presentation

Handouts

Other (please specify)

List Any Additional Technical Requirements

The personal information on this form is collected by the City of Prince George for the purposes of processing this application, under the authority of section 26(c) of the *Freedom of Information and Protection of Privacy Act*. If you have any questions about the collection of information, please contact the Manager of Legislative Services at 1100 Patricia Boulevard, Prince George, BC, or by telephone 250-561-7600.

[Learn more information about the collection of personal information under the *Freedom of Information and Protection of Privacy Act*.](#)