



## DISTRICT OF COLDSTREAM

9901 KALAMALKA ROAD, COLDSTREAM, BC V1B 1L6

Phone 250-545-5304 Fax 250-545-4733

Email: [info@coldstream.ca](mailto:info@coldstream.ca) Website: [www.coldstream.ca](http://www.coldstream.ca)

# REQUEST TO APPEAR AS A DELEGATION

## IMPORTANT INFORMATION

Requests must be received by 12:00 noon on the Wednesday before the requested meeting date; however, this **does not guarantee** that your delegation will be accommodated on that meeting date so please keep in mind the following:

- A limit of two (2) delegations per meeting is preferred; if your presentation is time sensitive, please plan well in advance of the available meeting dates.
- Your request may not be accommodated if the subject matter is restricted\*
- Presentation materials, if you are intending to use them, should accompany your delegation request. Presentation material **MUST** be received **by 12:00 noon** at the latest on the Wednesday before the meeting date.
- Presenters are afforded **10 MINUTES** to make their presentation, followed by questions or comments from Council Members.
- Decisions on requests will be **deferred to the next meeting** of Council following a presentation; please keep this in mind if you have time sensitive requests.
- The Mayor is addressed as “Mayor Hoyte” or “Your Worship”, and all questions are directed to the Mayor as Chairman of the meeting.
- Please arrive at least 10 minutes before the start of the meeting.
- Council meetings are open to the public and all submissions are posted to the District’s website for public viewing.

*\*There are some **restrictions** with respect to delegations; please see the [Council Procedure Bylaw No. 1742](#), section 35, for more information.*

If you have questions or require further information, please contact either:

Nicole Cressman  
Director of Corporate Administration

Or

Kim Tvergyak  
Deputy Corporate Officer

**(250) 545-5304**  
**[info@coldstream.ca](mailto:info@coldstream.ca)**

## REQUEST TO APPEAR AS A DELEGATION

<u>CONTACT INFORMATION</u>	
Date: _____	Council Meeting Date Requested: _____ <span style="font-size: small; color: blue;">(<a href="#">click here</a> for meeting dates)</span>
Name: _____	Phone: _____
Email: _____	
Address: _____	
City/Prov: _____	Postal Code: _____
Name Presenter(s): _____	
Subject of Presentation: _____	

<u>PURPOSE OF PRESENTATION</u>			
Request for Funding	Request Letter of Support	Information Only	Other
Please give a brief description of the purpose of your presentation:			
Is your request time sensitive? YES		NO	Deadline Date:
Will you be providing: a Slide Presentation/Photos		Written Materials for Council	
Presentation materials <b>MUST</b> be submitted <b>by 12:00 pm</b> on the Wednesday prior to the requested meeting date. Your delegation is <u>not confirmed</u> until all material is received.			

\* Delegates are afforded **10 MINUTES** for presentations, followed by questions from Council.

<u>OFFICE USE ONLY</u>	
Presentation Received/Reviewed:	Confirmation Sent:
Type of Meeting:	Meeting Date:

*The Personal Information on this form is collected in accordance with Section 26 of the Freedom of Information and Protection of Privacy Act, RSBC 1996. Any questions regarding this collection should be directed to the Director of Corporate Administration at: 9901 Kalamalka Road, Coldstream, B.C. V1B 1L6, (250)-545-5304*