



DISTRICT OF PORT HARDY
REQUEST TO APPEAR
AT A REGULAR COUNCIL MEETING AS A DELEGATION

DATE: _____

I (We), _____
on behalf of _____
hereby request to appear as a delegation at the next Regular Council Meeting scheduled for
(insert meeting date): _____ for the following reasons:

Our spokesperson will be: _____
Number of people attending: _____

PLEASE NOTE:

- Delegations are limited to 15 minutes, as per Council Procedure Bylaw 03-2009.
• Council does not have time to review any handouts you may give out at the meeting. If you have information you want council to review prior to the meeting it can be included in the agenda package (a public document) for their review. Receipt of the documents by the Secretary is required by _____ which is the Thursday prior to the meeting (via printed copy dropped off at the municipal hall or via email: general@porthardy.ca or fax 250-949-7433)
• If you are planning an electronic presentation, please advise the Secretary at your earliest convenience. It is requested that electronic presentations be emailed ahead of time to have them installed and ready to go on the electronic equipment in the council chambers. Receipt of the presentation by: _____ which is the Monday before the meeting is requested. The electronic presentation can be emailed to general@porthardy.ca
• The delegation: [] WILL [] WILL NOT NEED PRESENTATION EQUIPMENT

Please note that as per the Procedure bylaw "Council will not consider a matter at the same meeting as proposed by a delegation unless approved by a unanimous vote of the members present." In general, this means that Council may bring the request forward at a future meeting or they may refer it to staff for review.

Name of Person making the request: _____
Daytime Telephone Number: _____
Email: _____

Signature: _____