



# Request to Appear as a Delegation

## About

Guidelines regarding delegations are established by the City of Prince George Council Procedures Bylaw which states that requests to make a presentation at a Council meeting must be submitted in writing using the prescribed form at least one (1) week before the proposed City Council meeting. An application to speak as a delegation at a City Council meeting may not be approved, or the topic may instead be referred to an administrative department for a response, based on the subject matter. You will be notified by Legislative Services regarding the outcome of your application.

## Delegation Guidelines

- Presentations are limited to a maximum of ten (10) minutes, regardless of the number of presenters.
- It is recommended that there be no more than two (2) speakers per delegation.
- All presentation materials should be provided to Legislative Services by the deadline provided to you from the Legislative Coordinator (usually by 12:00 p.m., two Wednesdays prior to the requested meeting date). Please supply 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 Coordinator 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.

## Submissions Via Zoom, Telephone or In Person

- City of Prince George open Council meetings are public and may be televised, streamed live by webcast, recorded and archived on the City's website for viewing by the public.
- By attending an open Council meeting or making a delegation presentation you are consenting to the disclosure of any personal information that you provide.
- Delegation submissions may be provided via Zoom, telephone, or in-person.
- Please make note of your preferred delivery method on the request form and City Staff will contact you to discuss your request.

## Authority

Personal information is collected under the authority of section 26(g) and disclosed under the authority of section 33.1(1) of the *Freedom of Information and Protection of Privacy Act*. For information or questions, contact the City's FIPPA Coordinator at 250-561-7600 or 1100 Patricia Boulevard, Prince George, BC V2L 3V9.

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

## Applicant Information

### Organization Name (if applicable)

Prince George Community Foundation & Rotary

### Applicant / Contact First Name \*

Mindy

### Applicant / Contact Last Name \*

Stroet

### Mailing Address \*

102-1584 7th Avenue

**City / Town \***

Prince George

**Province \***

British Columbia

**Country**

Canada

**Postal Code \***

V2L 3P4

**Primary Phone Number \***

\*REDACTED\*

**Email Address \***

\*REDACTED\*

## Presentation Information

**First Presenter's Name \***

Mindy Stroet/ Tino Mbaro

**First Presenter's Title / Position \***

Director of Development, Prince George  
Community Foundation / Project Manager,  
Colliers

**Second Presenter's Name**

Rod Holmes

**Second Presenter's Title / Position**

President, Rotary Club of Prince George

**Presentation Topic \***

Prince George Community Foundation - Rotary Destination Park Presentation

**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)

## Other Purpose of Presentation / Action \*

The Prince George Community Foundation and Rotary are planning on building a mega-destination park for the Community. This park will be an economic driver for the Community as it will include a Red-Bull Certified Pump Track that will allow for world-class competitions to be held in Prince George. In addition, we are looking at including a splash park, teen-adventure park, younger children adventure park, walking trails, senior fitness equipment and shelters throughout the area. It is our plan to build this park and then gift it back to the City of Prince George for ongoing operation and maintenance. We are requesting Council's approval to continue working with City Administration on identifying feasible locations and conduct public consultation on this park. We have funding available for the geo-technical study, environmental assessment (if needed), and detailed design plans. We also have funding from JV Logging to clear the land for this project. The Foundation & Rotary have obtained letters of support from Chief Logan and the Lheidli T'enneh. In addition, we have a letter of support from Tourism Prince George. We also will be happy to share sponsors that have already come on board as part of our presentation.

## Presentation Date

You can find upcoming Council meeting dates on the [Council Calendar](#).

Delegations are assigned to Council meetings on a first come-first served basis and your requested date may not be available. Legislative Services staff will contact the applicant following the submission of the delegation request to confirm availability of the requested meeting date and associated deadlines to submit presentation materials.

**Please list your requested Council meeting date.**

3/14/2022



**What is your preferred method of delivery for your delegation presentation? \***

☒ In-person Presentation

☐ via Zoom

☐ via Telephone

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

☒ Yes

☐ No

All presentation materials and documentation must be provided a by 12:00 p.m., two Wednesdays in advance of your intended meeting date.

**What types of materials will be provided? \***

☒ PowerPoint Presentation

☐ Handouts

☐ Other (please specify)

**List Any Additional Technical Requirements**