



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 at least two (2) weeks before the proposed City Council meeting date. 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, 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)

City of Prince George

Applicant / Contact First Name *

Jen

Applicant / Contact Last Name *

Rubadeau

Mailing Address *

#201, 1300 1st Ave

City / Town *

Prince George

Province *

British Columbia

Country

Canada

Postal Code *

V2L 2Y3

Primary Phone Number *

250-614-7880

Email Address *

jen.rubadeau@princegeorge.ca

Presentation Information

First Presenter's Name *

Jen Rubadeau

First Presenter's Title / Position *

Civic Events Coordinator, City of Prince George

Second Presenter's Name

Anne Harris

Second Presenter's Title / Position

Operations Manager of International Education,
CNC

Presentation Topic *

10th Annual International Student Welcome Event on September 20, 2019

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*.](#)

