



# 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.
- 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 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.

## Submissions in Person

### You may be on camera

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 submission at a public hearing you are consenting to the disclosure of any personal information that you provide.

At the request of the presenter, alternative methods of delivery a delegation presentation may be considered. These methods may include a pre-recorded video presentation or material submission, only. Please make note of your preferred alternative delivery method on the request form and City Staff will contact you to discuss your request.

## Submissions in writing

Written submissions will form part of the Council agenda, become a public record and are posted on the City's website.

By making a written submission you are consenting to the disclosure of any personal information that you provide.

## 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 Airport Authority

**Applicant / Contact First Name \***

Chrisie

**Applicant / Contact Last Name \***

Berry

**Mailing Address \***

4141 Airport Rd - 10

**City / Town \***

Prince George

**Province \***

British Columbia

**Country**

Canada

**Postal Code \***

V2N 4M6

**Primary Phone Number \***

Redacted

**Email Address \***

Redacted

## Presentation Information

**First Presenter's Name \***

Gord Duke

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

President & CEO

**Second Presenter's Name**

Dean Mason

**Second Presenter's Title / Position**

Chair of the Board of Directors

**Presentation Topic \***

2019 Annual Report and current state of affairs for the Prince George Airport Authority.

**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)

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

- In-person Presentation
- Written Submission
- Pre-recorded Video

**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**