

Please complete the following application and either drop it off with the City Hall receptionist or email it to front.reception@campbellriver.ca. If the application is approved, it will be published on the City's website and will become part of City Council's meeting agenda. Please note that personal phone numbers and email addresses will be removed before publication.

- Presentation topic: _____
- Name of Presenter(s) _____
- Name of Organization (if applicable) _____
- Presenter's position in organization: _____
- Contact information: phone # _____ email: _____
- Please acknowledge that you have reviewed the information found on the reverse side of this application form, by checking the box and adding your initials: _____
Initials
- Presentations may not exceed **5 minutes**.

Provide the main discussion points of your presentation:

What is your request? What do you want City Council to do?
Include any recommended resolutions.

-FOR OFFICE USE ONLY-

Application received on: _____

Is the application complete? yes no What is missing? _____

Has the application been initialed by the applicant? yes no

Application approved/declined on: _____

Presentation scheduled for: _____

Applicant notified on: _____

Signature of Corporate Officer

Presenting to City Council

1. This application can either be dropped off with the City Hall receptionist or emailed to front.reception@campbellriver.ca. An application must be received at least two weeks prior to the scheduled meetings.
2. The application will be reviewed by the Corporate Officer, and the applicant will be notified if the request has been approved and the date and time of the presentation. While a specific date can be requested, your presentation will be scheduled for the next available Council meeting at the discretion of the Corporate Officer.
3. Your application may be denied if the issue is not considered to fall within the jurisdiction of Council.
4. If you wish to provide Council with any supporting documentation it will need to be submitted to the Corporate Officer, no later than 3:00 p.m. on the Monday of the week preceding the meeting so that it can be included with Council's agenda package.
5. On the night of the meeting the Mayor will call your name and invite you to come down to the presenter's desk at the front of the Gallery. Sit in front of the laptop computer **and turn the microphone on by pressing the button on the microphone stand**. A green light will appear indicating that the microphone is live.
6. At the beginning of your presentation, clearly state:
 - a. Your name
 - b. The organization you represent (if applicable)
 - c. What you want City Council to do and then provide the reasons for your request and any relevant background information
7. **Your presentation may not exceed 5 minutes.** A countdown clock will be displayed during your presentation to let you know how much time you have left. Be as clear and concise as possible.
8. Anticipate that members of Council may ask you questions at the end of your presentation.
9. A laptop computer and projector are provided if you wish to make an electronic presentation. Please use Microsoft PowerPoint and ensure the font size is large enough to be readable.
10. If you have an **electronic presentation, it must be submitted to the Corporate Officer for review five (5) business days before the meeting**. You may either email it or, save it to a USB drive and bring it to the Legislative Services Department at City Hall. You will be advised prior to the meeting if your presentation has been approved. If approved, staff will save your presentation to the laptop in Council Chambers and have it open and ready for your presentation.
11. Section 17(7) of Council's Procedure Bylaw states that: "As a general rule, Council will not address matters brought before Council via a delegation at the meeting where the presentation is made." Do not expect Council to decide on your request on the same night you present.
12. Depending on the meeting agenda, applicants may have to wait until the end of the meeting to present.
13. Hats must be removed before entering the Council Chambers.
14. Profanity is not permitted and will not be tolerated. Presenters must adhere to the City's Code of Conduct for City Facilities and Property Policy.
15. Your presentation will be recorded and made available online for public viewing.
16. Information collected on this application is done so under the general authority of the *Community Charter* and the *Freedom of Information and Protection of Privacy Act*. Personal information will only be used by authorized staff to fulfill the purpose for which it was originally collected, or for a use consistent with that purpose.
17. If you have any questions or require more information, please contact the Corporate Officer at 250-286-5700.

I have read and acknowledge the above information

yes

Initials of Applicant