



REQUEST TO APPEAR AS A DELEGATION

Delegates are individuals or group representatives that are formally included on a Regular Council or Committee of the Whole meeting agenda, generally to:

- Initiate discussion on a matter of broad community interest that falls within municipal jurisdiction
- Bring Council up to date on a project, idea, or concept
- Make a specific request of Council

Deadlines: Delegation Requests and ALL supporting documentation & written background material must be submitted no later than 4:30 p.m. on the Tuesday prior to the meeting at which Council will hear the delegation.

PowerPoint presentations, if applicable, must be submitted to Corporate Services staff by 3:00 p.m. on the day of the meeting.

Confirmation: Delegations are not confirmed until you are contacted by Corporate Services staff to confirm your place on the agenda.

Meeting Format: A maximum of two (2) public delegations are permitted per Regular Council meeting.

Each delegation to a Regular Council meeting is permitted five (5) minutes to present, followed by an opportunity for Council questions.

Name of delegate(s) and title, if applicable:

Organization Name, if applicable:

Meeting date requested:

See <https://sooke.ca/municipal-hall/calendar/> for schedule of upcoming meetings

Suggested title of presentation:



REQUEST TO APPEAR AS A DELEGATION - CONTINUED

Topic of discussion:

Please be specific, provide details, and attach additional information if required.

Purpose of presentation:

Provide information only

Make a specific request of Council

Details of Council request, if applicable:

Do you wish to make a PowerPoint presentation?

Yes

No

See "deadlines" section on page 1 of this form.

Do you wish to provide written background material to Council in advance?

Yes

No

See "deadlines" section on page 1 of this form.

Contact Person:**Phone Number:****Email:**

Personal information on this form is collected under the authority of the *Community Charter* and *Local Government Act* for the purposes of administering delegations to District of Sooke Council meetings. Names and other personal information may only be used and disclosed as provided in the *Freedom of Information and Protection of Privacy Act*. Questions about the collection and release of your personal information can be directed to the Corporate Officer.