



3215 Eby Street
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REQUEST TO APPEAR AS A DELEGATION

Preferred Council Meeting Date for Delegation:		Alternate Council Meeting Date for Delegation:	
	*Note – A list of Council meeting dates is available on the City of Terrace website (www.terrace.ca)		
Date Request Received at City Hall:			
Applicant Name:			
Title/Organization (If Applicable):			
Contact Phone Number:			
Contact Email:			
Name of Presenter(s):			
Purpose of Presentation:	<input type="checkbox"/> Information Only <input type="checkbox"/> Requesting a letter of support <input type="checkbox"/> Other (Provide Details)		
Briefly Describe the Topic and Reason for the Delegation:			
What Action Will You Be Asking Council to Take:			
Have You Spoken With City of Terrace Staff About This Request?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what was the result? _____		

<p>Will the Delegation Require Electronic Equipment?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>*Note – If you require use of the laptop and projector you will be required to provide your presentation electronically to the Executive Assistant at apoole@terrace.ca at least 5 business days prior to the Council meeting.</i></p>
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Delegation requests are subject to approval by the Corporate Administrator. Submission of an application does not guarantee that a delegation will be approved to appear before Council, or that the delegation will be scheduled on the requested date.

Where the subject matter of a delegation pertains to legal matters, personnel, and/or private property issues, or falls outside Council’s jurisdiction, the City of Terrace reserves the right not to approve such delegations.

<p><u>Freedom of Information and Protection of Privacy Act (FOIPPA)</u></p>	<p><i>The personal information collected on this form is collected under the <u>Freedom of Information and Protection of Privacy Act (FOIPPA)</u> and will only be used for the purpose with which it was collected. The personal information, if needed, will be used by the City of Terrace to contact you regarding the request to appear before the City of Terrace Council at a scheduled Council meeting.</i></p> <p><i>If you have any questions about the collection of your personal information, please contact the City’s Freedom of Information Co-ordinator at 250-638-4721.</i></p>
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Information provided on this form will be published and made available for public viewing, with exception of any personal contact information.

Presentation Suggestions:

- ***Have a purpose;***
- ***Prepare a good introduction;***
- ***Give reasons as to why Council should address your issue, and possible solutions to the problem;***
- ***Speak clearly into the microphone;***
- ***Direct your presentation to Council, don’t worry about the audience; and***
- ***Keep your presentation short and to the point.***