



DISTRICT OF HUDSON'S HOPE
Delegation to Council Request Form

Name of person or group wishing to appear before Council: _____

Subject of presentation: _____

Purpose of presentation: information only
 requesting a letter of support
 requesting funding
 other (provide details)

Contact person (if different than above): _____

Telephone number: _____

Email address: _____

Will you be providing supporting documentation? Yes No

If yes: handouts at meeting
 publication in agenda (one original due by 4:30 the Wednesday prior to your appearance date)

Technical requirements: flip chart
 multimedia projector
 laptop
 other _____

Rules for Delegations:

1. fifteen minute maximum
2. name of person and or group and subject will be published in agenda (available to public and on internet)
3. direct your presentation to Council
4. Council may have questions
5. be courteous and polite
6. be respectful
7. is not a debate
8. don't expect an immediate answer
9. may not be on date requested as limit of three delegations per meeting on a first come, first served basis
10. bring enough handouts if your material is not published in agenda (the District will not provide reproduction services)

Helpful Suggestions:

- have a purpose
- get right to your point and make it
- be concise
- be prepared
- don't waste time
- state your request if any
- multiple-person presentations are still ten minutes maximum
- may be people in gallery who support or oppose you
- the Recording Secretary may ask for any relevant notes from you if not handed out or published in the agenda

I understand and agree to these rules for delegations

Name of Delegate or Representative of Group

Signature

Date

For Office Use	
<input type="checkbox"/> Approved	<input type="checkbox"/> Rejected
By (signature): _____	<input type="checkbox"/> Mayor <input type="checkbox"/> CAO
Appearance date if applicable: _____	
Applicant informed of approval/rejection on (date): _____	
By (signature) _____	Date: _____