



Request for Council Delegation

Organization requesting a Delegation:

Meeting Date requested: _____

Attending representative(s) name(s)* *these will be recorded in the Council Meeting Minutes*

General topic of presentation:

- ** Is a decision of Council required? Yes - please clearly indicate what is being asked
 No - just sharing information

Delegation Preparation Checklist

- You are requested to complete your presentation in 15 minutes or less.**
If this is not possible, please notify the Legislative Services department prior to the meeting.
- Has the Legislative Services staff been provided with the Delegation Request information above?**
- Is there information to be attached to the Council Meeting Agenda Package?**
The following formats can be easily accommodated for your presentation and a large screen is available in Council Chambers for display.
- ✓ PowerPoint, video playback, photos
 - ✓ Document display (Word, Excel - PDF is preferred)
 - ✓ Audio playback (standard audio files)
 - ✓ USB drive, internet link (*no CD/DVD drive available)
- Please provide your information at least seven (7) days in advance for inclusion in the Council Agenda package.**
- Your presentation should be submitted to the Legislative Services department by 1:00 pm seven (7) days prior to the meeting date. Please reach out to the Legislative Services team if you require assistance.