



City of Salmon Arm

500 – 2 Avenue NE, PO Box 40
Salmon Arm, BC
T: 250-803-4000 F: 250-803-4042
www.salmonarm.ca

Appearing before Salmon Arm City Council as a Delegation

Council Meetings are held the second and fourth Monday of each month in the Council Chambers at City Hall; 500 – 2nd Avenue NE. The meeting begins at 2:30 p.m. Where such Monday is a statutory holiday, the meetings are held the next day. Please refer to the Council calendar for meeting dates.

The deadline for Council agenda information is 12:00 noon on the Tuesday prior to the meeting.

There is typically a limit of two delegations per meeting; therefore, the City advises that delegations book well in advance of the desired date. The City of Salmon Arm cannot guarantee you will be scheduled on the date requested.

Your delegation is not confirmed until you are contacted by City staff.

In order to schedule a date to appear before Council, perspective delegations must provide the information requested on the attached form. Your name and address may be published in the agenda and minutes which are available to the public and on the City's website. The provision of this information clarifies the purpose of the delegation for Council and allows Council members to become familiar with your topic and obtain any necessary background information. Proceedings of Council and Development & Planning Services Committee meetings, including delegations are recorded and audio files are posted on the City website.

Delegations are permitted ten (10) minutes for their presentation. Council may ask questions after the presentation for clarification. Delegations shall fall within the jurisdiction of Council.

If you will be providing supporting documentation, such as a PowerPoint presentation, you are required to submit the documents no later than 4:30 p.m. on the Tuesday prior to the meeting.

Delegations are not permitted for development applications or with regard to any aspect of an Official Community Plan or a rezoning application and are prohibited between the conclusion of the Public Hearing and the adoption of the bylaw.

The delegation request form can be submitted by completing the online request form or by submitting the attached form by email to csimmons@salmonarm.ca; fax 250-803-4042; mail or hand delivery to the City of Salmon Arm at the above noted address.

For assistance regarding a delegation to Council, please reference section 17 of the City of Salmon Arm Council Procedure Bylaw No. 3331 or contact the City's Administration Department at 250-803-4036 or by email at csimmons@salmonarm.ca.



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Delegation Request Form

Last Name:

First Name:

Group Name:

Address:

Email Address:

Phone Number:

Subject of Presentation:

Please indicate if your presentation includes an electronic presentation: [] Yes [] No

Meeting date(s) requested:

First Choice	Second Choice
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Purpose of Presentation:

- Information Only
- Requesting Action by Council
- Requesting a letter of support
- Other (Explain)

This information is collected by the City of Salmon Arm in accordance with Section 124 of the *Community Charter* and is protected under the *Freedom of Information and Protection of Privacy Act*. The information will be used to facilitate processing this request to appear as a delegation before Salmon Arm Council. Should you have any questions about the collection of this personal information, please contact the City of Salmon Arm, Administration Assistant/FOI Coordinator at 250-803-4036.