



## COUNCIL DELEGATION APPLICATION

The Village of Burns Lake encourages citizen involvement in local government. In order to ensure that you and all other delegations have a fair and equal opportunity to be heard by Village Council, your presentation will be subject to the guidelines as outlined below.

If you need any assistance completing this form or if you have questions regarding your appearance as a delegation, please contact the Village at 250-692-7587 or [village@burnslake.ca](mailto:village@burnslake.ca).

Date of Council Meeting: \_\_\_\_\_

Applicant: \_\_\_\_\_

Title/Organization (if applicable): \_\_\_\_\_

Number of Presenters: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Please provide a brief overview of your topic and presentation:

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Do you require audio visual equipment:       YES       NO

*\* If YES, please email a copy of your presentation to the Village Office one (1) week prior to the meeting at which the presentation will be made.*

Do you have any supporting documents you wish to provide to Council:      YES       NO

*\* If YES, please provide a copy of the supporting documents to the Village Office one (1) week prior to the meeting at which the presentation will be made.*

**COUNCIL DELEGATION INFORMATION:**

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- A maximum of ten (10) minutes, exclusive of any time required to answer questions from Mayor and Council, is given per delegation as per Village of Burns Lake Procedure Bylaw No. 936, 2012
- Any additional time required for the presentation must be unanimously approved by Council at the time of the presentation – presenters should not rely on additional time being approved
- Only two (2) delegations will be accepted for each Council meeting
- Presentations shall not be for the purposes of personal, professional or pecuniary benefit
- Delegations regarding any aspect of an Official Community Plan or a Zoning Application are prohibited between the conclusion of a Public Hearing and a Final Reading of the Bylaw

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OFFICE USE ONLY

Date Received: \_\_\_\_\_