Request to Address Council Information

Council for the District of Mackenzie meets on the second and fourth Monday of each month unless there is a statutory holiday on the Monday, or there is another reason to delay the meeting such as lack of a quorum. The Council meeting schedule and calendar can be found on the District website: www.districtofmackenzie.ca. Regular Meetings start at 7:15 pm.

The Council agenda for Regular Meetings contains a **"Petitions and Delegations"** section that allows for individuals or delegations to address Council when previous arrangements have been made to do so. Each speaker/delegation is required to submit a completed "Request to Address Council Form" clearly outlining the subject matter to be discussed and the action being requested of Council. The completed form must be received at the District Office no later than **12:00 noon** on the **Tuesday prior** to the scheduled meeting of Council. Any other material to be presented to Council such as a PowerPoint Presentation, handouts etc. must also be provided along with this form.

There is a limit to the number of delegations permitted per meeting, therefore it is recommended that individuals/delegations book well in advance of the desired date. The Request to Address Council Form can be delivered to the District Office, faxed to 250-997-5186 or emailed to: info@districtofmackenzie.ca.

Please note that all presentations are held in a public meeting, therefore your name and topic will be added to the agenda, which is made available to the public and posted on the District website. Your personal contact information will not form part of the agenda but may be released pursuant to the provisions of the Freedom of Information and Protection of Privacy Act.

Speakers or delegations are limited to a maximum of ten (10) minutes to present their material. Five (5) minutes is then allocated for Council to ask questions. The total time allocated is 15 minutes unless a longer period is agreed to by a unanimous vote of Council members present.

Please do not have more than three (3) speakers per delegation and please provide the names of the speakers along with their titles/positions (if applicable).

The following are not permitted to be addressed in "Petitions and Delegations":

- Discussion regarding a bylaw or permit in respect of which a public hearing has been held or has been scheduled for a future date; or
- The promotion of commercial goods or services. Presentations are not to be for the purpose of professional or personal benefit.

The Corporate Officer may refuse to place a presentation on the agenda for these reasons, or if the issue is not considered to fall within the jurisdiction of Council. The presentation may also be moved to a later date for various reasons (eg. there is a staff report being prepared on this topic that will be presented to Council at a later meeting or the allotted number of Petitions and Delegations has already been reached).

Do not expect an immediate answer at the Council meeting. Your issue may be referred to staff for more information or to another meeting for further consideration. **Please note:** your inclusion on the Agenda is not confirmed until you have received confirmation from District staff.