

What is a Delegation?

A delegation is a presentation by an individual or individuals on behalf of an organization or association wishing to appear before Mayor and Council.

How to Apply:

An individual or organization wishing to appear before Council as a delegation is required to submit an [Application to Appear as a Delegation](#) form by 12:00 p.m. at least two weeks prior to the relevant meeting. Delegations are only scheduled to regular Council meetings and are not confirmed on the agenda until contacted by City staff.

- **Application:** Submit to Legislative Services using the online form by 12:00 p.m. at least two weeks prior to the relevant meeting.
- **Presentation:** Presentation materials including PowerPoint, print materials, and/or other audio/visual components must be received by 12:00 p.m. ten (10) days before the meeting.
- **Meeting Time:** 6:00 p.m. – Delegations are usually scheduled at the start of the meeting.
- **Meeting Date:** See the [Council Meeting Schedule](#) for meeting dates. City staff will confirm with the applicant to which meeting they have been scheduled.
- **Time Limit:** Each delegation is limited to ten (10) minutes (regardless of the number of speakers).

Application and Approval Process

1. Applications are accepted on a first come, first served basis and a maximum of two (2) delegations may appear before Council at a regular meeting.
2. Once the limit of delegations is met, additional requests are forwarded to the next available meeting. Where two or more delegations apply to address Council on the same subject, only one delegation may address Council either in favour of or against the subject.
3. Delegations will be scheduled on the meeting agenda in the order of the time the application was submitted.
4. Organizations/associations/individuals are not permitted more than one delegation every six months on the same issue unless prior consent has been obtained by a resolution of Council.

Publication of Presentation Materials and Video Feed of Meetings

- Delegation presentations and materials will be published as part of the meeting agenda package on the City's website.
- Council meetings are webcast via live video feed, recorded, and made available on the City's website. By appearing as a delegation at a council meeting, your image and personal opinions may be collected and disclosed as part of the Council proceedings.

Restrictions on Subject Matter

Review Section 22 (7) of the ["City of Prince George Council Procedures Bylaw No. 8388, 2011"](#) for a list of delegations that will not be permitted at a Council meeting.

Submissions via Zoom, Telephone or In Person

Delegation presentations may be provided via zoom, telephone, or in person. Please make note of your preferred delivery method on the request form.