



Request to Appear as a Delegation

- Administration Department
C/O Mrs. Dolleen Logan, Lead Executive Assistant
1041 Whenun Road, Prince George, B.C. V2K 5X8
Email: dlogan@lheidli.ca
T: 250-963-8451 F: 250-963-6954

Requests to make a presentation at a Chief and Council meeting must be submitted in writing using the prescribed form. Requests made to Chief and Council must be sent at least one week prior to a scheduled meeting date.

You may submit your request in person, by mail at the address noted above, fax, or email.

Delegation Guidelines

- Presentations are limited to a maximum of twenty (20) minutes, regardless of the number of presenters, which includes a question and answer period.
- It is recommended that there be no more than four (4) speakers per delegation.
- Any materials you would like included on the agenda should be forwarded in advance to the Executive Assistant at least one week prior to a scheduled meeting date.
- Please ensure that all materials are formatted in PDF format and sent electronically to dlogan@lheidli.ca.
- The requested meeting date will be confirmed by either the Executive Assistant and/or the Executive Director, if approved and available.

Other Important Requirements

- Presentations must not be for the purposes of personal, professional or monetary benefit.
- All Chief and Council Meetings are open to the Lheidli T'enneh Citizens.

Helpful Presentation Suggestions

- Arrive in advance of the meeting start time as delegations are generally scheduled as one of the first items of business on the Chief and Council agenda and report directly to the Receptionist upon arrival.
- Be prepared to answer questions from Chief and Council.
- Bring at least seven (7) copies of any materials you wish to provide to Chief and Council that were not previously submitted in the meeting package.

Should you have any questions, please feel free to contact Mrs. Dolleen Logan at 250-963-8451.



Delegation Request Form

Date of Submission:	
Requested Meeting Date / Month:	
Organization Name:	
Applicant / Contact Name:	
Mailing Address with Postal Code:	
Phone Number:	
Email Address:	

Name of Presenters:	Title / Position
1.	
2.	
3.	
4.	

Presentation / Topic:

Purpose of Presentation and/or Action You Wish Chief and Council to take:			
<input type="checkbox"/> Information Only	<input type="checkbox"/> Requesting Funding	<input type="checkbox"/> Requesting a Letter of Support	<input type="checkbox"/> Other: _____

Will You Be Providing Supporting Documentation? <input type="checkbox"/> Yes <input type="checkbox"/> No			
<input type="checkbox"/> PowerPoint Presentation	<input type="checkbox"/> Handouts	<input type="checkbox"/> Briefing Note	<input type="checkbox"/> Other: _____

List Any Additional Technical Requirements:

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Authorized Signatory¹

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¹ The personal information contained on this form is collected under the authority of the Chief and Council of Lheidli T'enneh and will be used for the purpose of processing your delegation request. In accordance with the Freedom of Information and Protection of Privacy Act, this application and associated documentation may become part of a public record. Please contact the Lead Executive Assistant if you have any questions at 250-963-8451.