

DELEGATION REQUEST FORM

Please submit your completed application form by **12:00 noon, the Thursday prior to the Board or Committee Meeting** in which you wish to present by email: wthomson@acrd.bc.ca, fax: 250-723-1327, or in person to 3008 5th Avenue, Port Alberni, BC.

Meeting Requested (Board or Name of Committee)			
Date of Request		Date of Meeting	
Name of Applicant			
Organization (if applicable)			
Phone Number (cell, home or business)			
Email Address			
Subject of Presentation with a Brief Summary			
Purpose of Presentation	<p>If requesting action of the Board or Committee, clearly describe what you are asking for below or on a separate sheet</p> <p><input type="checkbox"/> information only</p> <p><input type="checkbox"/> requesting funding</p> <p><input type="checkbox"/> requesting letter of support</p> <p><input type="checkbox"/> other (provide details below)</p>		
Name & Title of individual(s) presenting	<p>1.</p> <p>2.</p> <p>3.</p>		
Will you be providing supporting documentation?	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes (please complete):</p> <p><input type="checkbox"/> PowerPoint presentations (one electronic copy must be submitted the day prior to the meeting date.)</p> <p><input type="checkbox"/> Publication in agenda (one original or electronic copy must be submitted by noon on the Thursday prior to the meeting date.)</p>		

Request to Appear as a Delegation

All Delegations requesting permission to appear before the Board or its Committees are required to submit a written request including the presentation topic, summary and the specific action being requested of the Board or Committee using this [Delegation Request Form](#).

Deadlines: Delegation requests and all correspondence must be submitted by **noon, the Thursday before the meeting date**.

Number of Delegations: Only three delegations will be heard per meeting, with a maximum time of 10 minutes each. Delegations are scheduled on a first come, first served basis. If the spots are full, Regional District staff will try their best to accommodate you on the next available agenda. Delegations are heard at the beginning of Board or Committee meetings immediately following approval of the meeting agenda and minutes.

Audio/Visual Presenters: If you would like to conduct a power point presentation, you will be required to email a copy of your presentation at least one day prior to the meeting to the Administrative Services Department at wthomson@acrd.bc.ca. Presenter(s) will be required to share their screen during the Zoom meeting to conduct their power point presentation.

Delegation Confirmation – The Administrative Services Department will confirm your Delegation Request by 4:30 pm the Thursday prior to the meeting. You will be provided a Zoom meeting invite and instructions on how to participate and share your screen if you have a power point presentation.

Disclaimer: By submitting a Delegation Request you acknowledge and understand that the meeting at which you wish to speak is a public meeting which is recorded and livestreamed and by speaking at these meetings you are consenting to disclosure of any personal information made evident through your speech or presentation materials. Personal information includes your image, name, address, and personal opinions. Individuals presenting to the Board/Committee are requested to respect third-party information by not disclosing others personal information without their consent. You are also asserting that the presentation is in compliance with the *Federal Copyright Act* and grant the ACRD license to publish these materials in their meeting agendas and minutes and post online.

For further information contact:

Wendy Thomson, GM of Administrative Services
wthomson@acrd.bc.ca or call (250) 720-2706
