



## DELEGATION REQUEST FORM

Please submit your completed application form **at least seven days in advance of the Board or Committee Meeting** in which you wish to present by email: [administration@acrd.bc.ca](mailto:administration@acrd.bc.ca). For more information, please call 250-720-2700.

<b>Meeting Requested</b> (Board or Name of Committee)			
<b>Date of Request</b>		<b>Date of Meeting</b>	
<b>Name of Applicant</b>			
<b>Organization</b> (if applicable)			
<b>Phone Number</b>			
<b>Full Name, Job Title, and Email Address of All Presenters</b>			
<b>Full Name</b>	<b>Job Title</b>	<b>Email Address</b>	
<b>Brief Summary of Presentation</b>			
<b>Purpose of Presentation</b>	<b>If requesting action of the Board or Committee, clearly describe what you are asking for below.</b> <input type="checkbox"/> information only <input type="checkbox"/> requesting funding <input type="checkbox"/> requesting letter of support <input type="checkbox"/> other (provide details below)		
<b>Will you be presenting In-Person or via Zoom?</b>	<input type="checkbox"/> In-Person <input type="checkbox"/> Zoom		Note: All presenters will automatically be sent a Zoom link
<b>Will you be providing supporting documentation?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <b>If yes (please complete):</b> <input type="checkbox"/> Presentations (must be submitted 48 hours before meeting date) <input type="checkbox"/> Two-page Executive Summary to be included on the agenda (must be submitted seven (7) days in advance of the meeting)		

The personal information is collected pursuant to Section 26 of the Freedom of Information and Protection of Privacy Act and is only collected for the purposes of preparing the Alberni-Clayoquot Regional District Board and Committee agendas and will not be used or disclosed for any other purpose. If you have any questions about the collection, use, or disclosure of your personal information, please contact the ACRD Office at 250-720-2700 or e-mail: [foi@acrd.bc.ca](mailto:foi@acrd.bc.ca).



## Request to Appear as a Delegation

Individuals or organizations that wish to address the Board or Committee (excluding Commissions) on a matter within the ACRD's jurisdiction may apply to appear as a delegation, including those wishing to speak on a Development Variance Permit or a Temporary Use Permit, at the Board meeting during which the permit will be considered.

Individuals or organizations may apply to appear as a delegation at a regular Board or Committee meeting (excluding Commissions) by submitting a request to the Corporate Officer on the prescribed form, at least seven (7) days in advance of the meeting. The Corporate Officer may schedule delegations to another Board or Committee meeting as deemed appropriate according to the subject matter of the delegation and available room on an agenda. The Corporate Officer shall make a determination on whether a delegation request is outside the jurisdiction of the ACRD and will notify the requestor if the request to appear as a delegation is not accepted.

Delegates addressing the Board or Committee will be denied under the following circumstances:

- a) a bylaw in respect of which a public hearing has been held, is not required to be held, or must not be held, under the Local Government Act;
- b) a Development Variance Permit or a Temporary Use Permit unless the delegate is addressing the Board at the meeting during which the permit will be considered;
- c) matters where legal proceedings are ongoing and judgement has not been rendered;
- d) matters that are subject of a claim for damages;
- e) personnel matters;
- f) publicly tendered contracts or proposal calls for the provision of goods, services or construction for the ACRD between the time that such contract or proposal has been issued and the time such contract or proposal call has been awarded by the Board or staff.

**Presentations:** If you would like to conduct a presentation, you will be required to email a copy of your presentation to the Administrative Services Department at [administration@acrd.bc.ca](mailto:administration@acrd.bc.ca) at least 48 hours prior to the meeting. Presenters will be required to share their screen during the Zoom meeting to conduct their power point presentation.

**Executive Summary:** Delegations may submit an Executive Summary of up to two (2) pages for inclusion on the agenda at least seven (7) days in advance of the meeting.

**Deadlines:** Delegation requests and an Executive Summary must be submitted **at least** seven (7) days in advance of the meeting. Presentations must be provided **at least** 48 hours prior to the meeting by emailing it to [administration@acrd.bc.ca](mailto:administration@acrd.bc.ca).

**Number of Delegations:** Delegations are limited to three (3) per meeting and shall have up to ten minutes to speak. If the delegation spaces are full, Regional District staff will try their best to accommodate you at another meeting. Delegations are heard near the beginning of Board or Committee meetings.

**Delegation Confirmation** – The Corporate Officer will confirm your Delegation Request by 4:30 pm the Friday prior to the meeting. All delegations will receive a Zoom invitation regardless if the presentation is delivered via Zoom or in-person.

**Meeting Location:** Most ACRD Board and Committee meetings are held at the ACRD Administration Office in the upstairs Boardroom located at 3008 5<sup>th</sup> Avenue, Port Alberni, BC; however, some meetings are held in off-site location. This information is found on the [Meeting Schedule](#) located on the ACRD website.



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**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.

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*E-mail completed Delegation Request form and all supporting documents to:*  
[administration@acrd.bc.ca](mailto:administration@acrd.bc.ca)

*If you need assistance, please call 250-720-2700*

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