



## 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: [administration@acrd.bc.ca](mailto:administration@acrd.bc.ca), fax: 250-723-1327, or in person to 3008 5<sup>th</sup> Avenue, Port Alberni, BC.

<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> (cell, home or business)			
<b>Email Address</b>			
<b>Subject of Presentation with a Brief Summary</b>			
<b>Purpose of Presentation</b>	<p><b>If requesting action of the Board or Committee, clearly describe what you are asking for below or on a separate sheet</b></p> <p><input type="checkbox"/> information only  <input type="checkbox"/> requesting funding  <input type="checkbox"/> requesting letter of support  <input type="checkbox"/> other (provide details below)</p>		
<b>Name, Title &amp; Email of individual(s) presenting</b>	<p>1. 2. 3.</p>		
<b>Will you be presenting in the ACRD Boardroom or via Zoom?</b>	<p><input type="checkbox"/> ACRD Boardroom    <input type="checkbox"/> Zoom</p>		
<b>Will you be providing supporting documentation?</b>	<p><input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p><b>If yes</b> (please complete):</p> <p><input type="checkbox"/> PowerPoint presentations (must be submitted with this request)  <input type="checkbox"/> Publication in agenda (must be submitted with this request)</p>		

Personal information collected through the Delegation Request Form is protected in accordance with the *Freedom of Information and Protection of Privacy Act* and will only be used by authorized staff for contact purposes. Please see reverse for more information on Delegations.



## 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 by 4:00 pm, the Friday before the meeting date, to the Administrative Services Department at [administration@acrd.bc.ca](mailto:administration@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.

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*For further information contact:*

*Heather Zenner, Manager of Administrative Services*  
[hzenner@acrd.bc.ca](mailto:hzenner@acrd.bc.ca) or call 250.720.2731

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