

DELEGATION REQUEST FORM

Name of person or group wishing to appear: _____ _____	
Subject of presentation: _____ _____	
Purpose of presentation:	
	<input type="checkbox"/> Information only <input type="checkbox"/> Requesting a letter of support <input type="checkbox"/> Requesting funding <input type="checkbox"/> Other (provide details)
Contact person (if different than above): _____	
Telephone number: _____	Email address: _____
Meeting and date requested: _____	
<i>You are required to provide supporting documentation to be published in the agenda (no later than the Tuesday of the week prior to the meeting)</i>	
<hr style="border: none; border-top: 1px dashed #000;"/>	
Technical requirements:	
Will you be using a Power Point presentation <input type="checkbox"/> Yes	
If yes , you are required to submit prior to the meeting or bring the presentation on a memory stick.	
If your software requirements are not compatible with the Regional District's you will be unable to use an electronic presentation.	
For more information contact: Corporate Services 1450 K.L.O. Road Kelowna, B.C. V1W 3Z4 Telephone: (250) 979-7339 Fax: (250) 763-0606 www.regionaldistrict.com	

To facilitate constructive and effective public engagement, the following information is provided:

1. A ten-minute time limit is necessary regardless of how many people will speak. Try to leave time for questions.
2. Name of person &/or group and subject will be published in agenda (available to public and on internet)
3. If your material is not published in agenda, bring sufficient handouts for the Board (15 copies minimum). The RDCO will not provide reproduction services.
4. Direct your presentation to the Regional Board or Board Committee.
5. Use the microphone provided.
6. Participate with integrity. A collaborative and respectful approach is appreciated.
7. Be concise.
8. Do not expect an immediate answer – your issue may be referred to staff for more information or to another meeting for further consideration.
9. Delegations regarding any aspect of an Official Community Plan or a Zoning application are prohibited between the conclusion of Public Hearing and Adoption of the Bylaw.
10. Your presentation may not be on date requested due to prior commitments or staff resources. Your delegation is not confirmed until you are contacted by RDCO staff to confirm your place on the agenda.

Helpful Suggestions:

Arrive in advance of the meeting start time as delegations are heard as one of the first items of business.
 Turn off cell phones and pagers.
 Be prepared.
 Have purpose.
 Support your position with facts.
 Consider the big picture, as many issues are inter-related and shouldn't be considered in isolation.
 State your request, if any.
 Provide the Recording Secretary with any relevant notes if not handed out or published in the agenda.

I understand and agree to these rules for delegations:

_____ Name of Delegate/Representative of Group

_____ Date _____ Signature

For Office Use Only

Approved **Declined** **Other**

By (signature): _____

Appearance date (if applicable): _____

Applicant informed of decision on (date): _____

By (signature): _____ Date: _____