



# REGIONAL DISTRICT OF NORTH OKANAGAN

## REQUEST TO APPEAR AS A DELEGATION

<b>Name of Person or Group Making Presentation:</b> _____			
(Please Print)			
<b>Contact Information:</b>			
First Name: _____	Last Name: _____		
Street Address: _____			
City: _____			
Province: _____	Postal Code: _____		
Phone: _____			
Email: _____			
In order that we may process your request, please indicate which department and / or staff member you have been in contact with:			
<b>Subject of Presentation:</b>			
<b>Purpose of Presentation:</b>			
Information Only	Request a Letter of Support		
Request Funding	Other (provide details)		
<b>Are there any deadlines around your request?</b>	yes	no	<b>Deadline Date:</b>
<b>Will you be providing supporting documentation?</b>	yes	no	
If <b>yes:</b> provide handouts at meeting			
included in agenda package (submit one copy no later than 10 day prior to your requested appearance)			
<b>Technical Requirements:</b>			
<b>Will you be using a PowerPoint presentation?</b>	yes	no	
If <b>yes</b> , you are required to submit your presentation prior to the meeting date to allow sufficient time to transfer the presentation onto the Boardroom computer and to ensure that your software requirement is compatible with the Regional District's software system. Please note that <u>delegations are limited to 10 minutes in length</u> unless otherwise previously arranged or unanimous vote of the Board or Committee members present.			
<small>Following receipt of your request, your information will be reviewed by the Corporate Officer and you will be notified as to how your request will proceed. Be advised that submission of your request does not constitute approval to appear. If you receive confirmation that your request has been approved or denied, you will be advised as such. If you receive approval to appear as a delegation, you will be provided with the date, time and location of the meeting.</small>			
<b>INTERNAL USE ONLY</b>			
<input type="checkbox"/> Reviewed and Approved to Appear as a Delegation			
<b>Type of Meeting:</b>			<b>Date:</b>
Please note that all information provided on the request form will be included in a public meeting agenda and as such considered a matter of public information.			