

Delegation Request Form



Appearing Before the Board as a Delegation

Instructions and Information

Board meetings are generally held on the third Thursday of each month. Please refer to the calendar on the [CSRD's website](#) for the actual dates, or contact the CSRD offices at 250-832-8194 for the upcoming Board Meeting dates.

Delegations are limited to three (3) per meeting; slots often book up quickly.

Delegations are permitted up to fifteen (15) minutes for their presentation. Board members may ask questions after the presentation for clarification.

In order to schedule a date to appear before the Board, delegations must provide the information on the attached form. This information will be included in the agenda. By providing this detail it clarifies the purpose of the delegation for the Board and allows Board members and staff to become familiar with your topic and to obtain any necessary background information.

Your contact information will be included with your delegation information and circulated to the Board. If you do not wish your address to be included in the public agenda, please advise Corporate Administration Services at the time your Delegation request is submitted.

Contact Information

Name of Person or Organization *

District of Sicamous

Contact Information Provided * (?)

☒ Phone Number ☐ Email Address ☐ Mailing Address

Phone Number *

250 836 5262

If your application is approved, it will be included on the Board meeting agenda. Do you consent to your personal information being included on the Board Agenda? *

☒ Yes ☐ No

Presentation Information

Topic of discussion *

To thank them for the EOF funding and to summarize event progress in the last year.

Purpose of Presentation *

Note: A letter outlining the Request or the Information must accompany the Delegation Request form.

- ☒ Information Only
☐ Requesting Support
☐ Requesting Funding
☐ Other

Meeting Date Requested * (?)

18-Apr-19

Alternate Date Requested (?)

Comments

Presentation Materials- Delegation Request forms and Supporting documentation **are due** to Corporate Administration Services for the agenda package by **9am on the Tuesday one full week before the meeting**. If you wish to include a PowerPoint presentation within the Board Agenda package, in order to provide an opportunity for the Board members to review the information prior to the Board meeting date, please submit it by 9am Tuesday, prior to the meeting. Alternately, a PowerPoint presentation may be made at the Board meeting, provided you have supplied it to the CSRD offices at least three days prior to the actual meeting (the Monday prior to the meeting).

To provide your presentation, please send it to:

Columbia Shuswap Regional District
Attention: Deputy Manager of Corporate Administration
via email: inquiries@csrd.bc.ca
or to: PO Box 978, Salmon Arm BC V1E 4P1
or via Fax: 250-832-3375

If you already have your presentation or supporting materials ready, please upload them here. (?)

For Office Use Only

Approval

☐ Approved ☐ Declined ☐ Other

Appearance Date

Applicant informed of appearance date on

By

Date