

# 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 [CSR's website](#) for the actual dates, or contact the CSR 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 \*

Community Futures Revelstoke, Community Futures Shuswap and Community Futures of East Kootenay

### Contact Information Provided \* (?)

☒ Phone Number ☒ Email Address ☐ Mailing Address

### Phone Number \*

250 837-5345

### Email Address \*

kdorrius@revelstokecf.com

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 provide information on Community Futures. Who we are and what we do and how we can work together

### 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 \* (?)

06-Dec-19

**Alternate Date Requested (?)**

21-Nov-19

**Comments**

We are flexible on the dates

**Presentation Materials-** Delegation Request forms and Supporting documentation **are due** to Corporate Administration Services for the agenda package by **12 Noon on the Monday one week prior to the Board meeting date**, so it can be included in the electronic agenda. 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 12 Noon on the Monday one week prior to the Board 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: [admin@csrd.bc.ca](mailto:admin@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**