



REQUEST TO APPEAR AS A DELEGATION

Name of Person or Organization:	Kamloops Okanagan Dairymen's Association (KODA)
Topic of Discussion:	An invitation to attend on farm tour and lunch to discuss agriculture contribution to the region
Purpose of Presentation: the Renew Agriculture's relationship with local governments	☐ Information Only ☐ Requesting Support ☐ Requesting Funding ☒ Other (provide details) Cover letter attached Note: A letter outlining the Request or the Information must accompany the Delegation Request form.
Contact Information: Contact person Lorne Hunter	Address: 1105 Grayston Rd Enderby BC V0E 1V3 Phone Number: 250 833 5844 Email Address: char.lorne84@gmail.com
Meeting Date Requested:	Feb 15

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).

Send your completed **Request to Appear as a Delegation Form** to:

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

Your delegation is not confirmed until you are contacted by CSRD staff to confirm your place on the agenda. Please note that your Delegation request may not necessarily be approved for the date requested due to a maximum number of delegations, other commitments, or a particularly heavy Board Agenda of business items.

Please note the following information:

1. A fifteen (15) minute time limit is in effect regardless of the number of people in your delegation who wish to speak. Try to leave time for questions.
2. The name of the person and/or group will be published in the agenda and minutes (available to the public and on the CSRD website).
3. If your supporting material is not published in the agenda, bring sufficient handouts for the Board members and staff (15 copies minimum).
4. An immediate answer to your question may not be provided. The request or issue may be referred to staff for more information or to another meeting for further consideration, or it may simply be received.
5. Delegation with regard to any aspect of an Official Community Plan, Zoning or Land Use application/plan are prohibited between the conclusion of the Public Hearing and the Adoption of the bylaw.
6. All communication and petitions intended to be presented to the Board must be legibly written, typed, or printed, signed by at least one person, dated, and include a contact phone number or address before being accepted.

Other Suggestions

- Arrive 15 minutes in advance of your delegation start time.
- Turn off cell phones and pagers.
- Be prepared and speak clearly.
- Keep your presentation brief and to the point.
- Provide the Recording Secretary with any relevant notes if they have not been handed out or published in the agenda.

For Office Use Only:

Approved ☐ Declined ☐ Other ☐

Appearance Date: _____

Applicant informed of appearance date on: _____

Date: _____

By: _____