

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"/> Other (provide details below)
Contact person (if different than above): _____	
Telephone number: _____	Email address: _____
Board Meeting or Name of Committee meeting and date requested: _____	
Technical requirements:	
Attending in-person <input type="checkbox"/> or Teams <input type="checkbox"/>	
Will you have a report or other material or be using a PowerPoint presentation? <input type="checkbox"/> Yes	
You are required to submit all material including PowerPoint as directed by the Corporate Officer prior to the meeting.	
If your software requirements are not compatible with the Regional District's you will be unable to use an electronic presentation.	
Please send completed form to: Corporate Services 1450 K.L.O. Road Kelowna, B.C. V1W 3Z4 Telephone: (250) 763-4918 Email: corporate.officer@rdco.com www.rdco.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.
2. Name of person &/or group and subject will be published on the agenda (available to public and on the RDCO website)
3. You are required to provide supporting documentation to be published in the agenda.
4. 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.
5. Your presentation may not be on the 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 and ensure cell phones are silenced.
- Direct all your comments to the Chairperson as **"Chair (last name)"**. Always look to the Chair for direction throughout your presentation.
- The Chair will let you know when or if to speak – as the presiding member in control of the meeting, the Chair determines who speaks and in what order. This contributes to maintaining order during the meeting.
- Be concise; keep your presentation brief and to the point. Be respectful in your approach to the board and the authority of the Chair; be prepared.
- Do not interrupt, debate, or respond to a comment or question from a board member unless directed by the Chair. A board member may want to provide an opinion with no expectation of a response, and/or the Chair may determine a response is not necessary.
- If the Chair invites a question from a board member, listen to the question, then respond with **'through the Chair'** and direct your response to the Chair. Do not engage in direct discussion with one member, even if they posed the question.
- Remain standing at the podium until excused by the Chairperson.

I understand and agree to these rules for delegations:

Name of Delegate/Representative of Group

Date

Signature

For Office Use Only

☐

Approved

☐

Declined

☐

Other

Appearance date (if applicable): _____

Applicant informed of decision on (date): _____

By (name): _____ Date: _____