



# VILLAGE OF BELCARRA

"Between Forest and Sea"

4084 BEDWELL BAY ROAD, BELCARRA, B.C. V3H 4P8  
TELEPHONE 604-937-4100 FAX 604-939-5034  
belcarra@belcarra.ca • www.belcarra.ca



## REQUEST TO APPEAR AS A DELEGATION

To: Chief Administrative Officer

Date: \_\_\_\_\_

I hereby request permission to appear as a delegation before Village of Belcarra Council with reference to the following topic: *(attach additional pages and supporting material as required)*

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Preferred meeting date for delegation: \_\_\_\_\_

Alternative meeting date for delegation: \_\_\_\_\_

Please refer to the [Council Meeting Schedule](#) on the Village's website for dates of Council Meetings

\_\_\_\_\_  
Name(s) of presenter(s)

\_\_\_\_\_  
Name of group/organization (if applicable)

Are you requesting any financial or in-kind assistance from Council?  Yes  No

If yes, provide details of requested assistance (including financial amounts, if applicable):

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Do you require audio visual equipment:  Yes  No

What equipment do you require: \_\_\_\_\_

The deadline for submission of the request, *including any presentation or supporting material*, is **12:00 noon on the Wednesday, preceding the date of the meeting**. Once the delegation request has been approved, presenter(s) will be allotted a maximum of **10 minutes** to present at the agreed upon meeting. Presenter(s) are limited to discussing only the above topic during the delegation.

Council is unable to hear issues addressing a concern after a public hearing has been held, or if the issue is outside the jurisdiction of the legal authority of the District. The Village of Belcarra reserves the right to refuse any delegation request.

**Information provided on this form will be published and made available for public viewing. Please submit a separate document with your contact information.**

## Contact Information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

You may fax this request to 604-939-5034, deliver it to the Municipal Hall, mail it to the address noted on the Request to Appear as a Delegation form, or e-mail your request to [admin@belcarra.ca](mailto:admin@belcarra.ca).

Staff will try to accommodate your date request(s); however, delegations are scheduled in order that applications are received. Your delegation request will be confirmed by email with the tentative date of the meeting you are scheduled to appear at. A second email will be sent out closer to the date confirming the date and time.

The Council meeting begins at 7:30 pm in the Belcarra Council Chamber. Delegations are one of the first items of business on the agenda, so it is important to be at the meeting by 7:30 pm. If you have made arrangements to use audio/visual equipment, it is recommended you make arrangements with the Administrative Services Assistant the week prior to the scheduled meeting. Staff can be contacted at 604-937-4100 or [admin@belcarra.ca](mailto:admin@belcarra.ca).

When it is time for you to speak, the Mayor will call your name, at which time you will come forward to the podium. Please be sure to clearly state your name and address at the start of your presentation. You will be given ten minutes to make your presentation (or more with the consent of Council), after which the Mayor and/or Council members may ask you questions.

Once you have finished your presentation, you may resume your seat to watch the remainder of the meeting, or you may leave. If you elect to leave at this time, please do so in a quiet, orderly manner so as not to interrupt the meeting.