



## Contact Information:

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

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

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

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

You may fax this request to 604-939-5034, deliver it to the Municipal Hall, or mail it to 4084 Bedwell Bay Road, Belcarra, BC V3H 4P8, or e-mail your request to [prichardson@belcarra.ca](mailto:prichardson@belcarra.ca).

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

The Council meeting begins at 7:00 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 6:45 pm. If you have made arrangements to use audio / visual equipment, it is recommended you make arrangements with the Municipal Coordinator the week prior to the scheduled meeting. Staff may be contacted at 604-937-4100 or [prichardson@belcarra.ca](mailto:prichardson@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.