



Village of Belcarra

Between Forest and Sea



How to Be a Delegation Before Council

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)*

Preferred meeting date for delegation: _____

Alternative meeting date for delegation: _____

Please refer to the [Council Meeting Schedule](#) on the Village 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):

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 Tuesday, preceding the date of the meeting.** Once the delegation request has been approved, the 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.

The Village of Belcarra reserves the right to refuse any delegation request.

Information provided may be published and made available for public viewing.

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.

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.

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.