



Village of Belcarra

Between Forest and Sea



Request to Appear as a Delegation Before Council

To: Corporate Officer

Date: _____

Permission is hereby requested 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)

Will any financial or in-kind assistance from Council be requested? Yes No

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

Will audio visual equipment be required? Yes No

What type of equipment is required? _____

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 topic indicated above.

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 No. _____ Cell Phone No. _____

Email Address: _____

This request may be faxed to 604-939-5034, delivered or mailed to Belcarra Municipal Hall, 4084 Bedwell Bay Road, Belcarra, BC V3H 4P8, or e-mailed to aseibert@belcarra.ca.

Staff will try to accommodate the requested date, however, delegations are scheduled in the order that applications are received. The delegation request will be confirmed by email along 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 arrive at the meeting by 6:45 pm. If the use audio / visual equipment is required, it is recommended these arrangements be made with the Corporate Officer the week prior to the scheduled meeting. Staff may be contacted at 604-937-4100 or aseibert@belcarra.ca.

When it is time for delegates to speak, the Mayor will call the name of the delegation/delegate(s) and request them to come forward to the podium. Please be sure to clearly state your name and address or the name of the organization being represented at the start of the presentation. Delegations are provided ten minutes to make a presentation (or more with the consent of Council), after which the Mayor and / or Council members may ask questions.

Once the presentation is complete, the delegation may return to the public seating area should they wish to watch the remainder of the meeting or have the option of leaving the meeting. If electing to leave following a presentation, it is requested that this be done in a quiet, orderly manner so as not to interrupt the meeting.

The Village of Belcarra is collecting personal information in accordance with Section 26 (c) of the Freedom of Information and Protection of Privacy Act. The personal information collected on this form is collected for the purpose of processing the application to appear as a delegation and for administration and enforcement. Questions about the collection, use and disclosure of this information can be directed to the Village's Privacy Officer at the Village of Belcarra, 4084 Bedwell Bay Road, Belcarra, BC V3H 4P8. Phone 604-937-4100 or email foi@belcarra.ca