

REQUEST TO APPEAR AS A DELEGATION

Please be advised that:

1. Committee and board meeting schedules are available at www.comoxvalleyrd.ca or by calling 250-334-6000. Delegations are scheduled at the beginning of meetings.
2. Delegation applications must be received at least one week prior to the requested meeting date.
3. Maximum presentation time is 10 minutes, unless previously approved.
4. Presenters are to address the board or committee, and not the audience.
5. Please ensure that your cell phone is turned OFF during the meeting.
6. Presentation materials are to be submitted to the legislative services department a minimum of one day before the meeting date.
7. Applications to appear as a delegation must complete this form and email it to administration@comoxvalleyrd.ca; mail to 600 Comox Road, Courtenay, B.C., V9N 3P6 or drop off in person at 600 Comox Road, Courtenay, B.C.

The personal information contained on this form is collected under the authority of the *Freedom of Information and Protection of Privacy Act*, the *Local Government Act* and *Comox Valley Regional District (CVRD)* bylaws. The information provided will become a matter of public record and will be published in meeting agendas and minutes and posted online with the exception the information provided in the contact purposes only box. For enquiries about the use of information on this form please contact the corporate legislative officer at 600 Comox Road, Courtenay, BC or at 250-334-6000 or email at administration@comoxvalleyrd.ca.

Name(s) of person(s) speaking: _____

Organization you are representing: _____

Primary purpose of the organization: _____ **Number of members:** _____

Mailing address: _____

City: _____ **Postal code:** _____

Contact Name: _____

Subject matter: _____

Specific request of the regional district, if any (i.e., letter of support, funding):

Requested meeting date: _____

Audio-visual equipment required: _____

Date of Application: _____

Information for contact purposes only	
Tel: _____	Email: _____

<i>Internal Use Only</i>	
Service this delegation applies to:	_____
Committee delegation to go to:	_____
Cc delegation application to:	_____