

DELEGATION REQUEST FORM

Please submit your completed application forms by 4:30 pm, 9 days prior to the Board Meeting you wish to attend: Fax 250-635-9222, email info@rdks.bc.ca, or in person to 300-4545 Lazelle Avenue. This form is also applicable to request to appear as a delegation to Regional District Committees or Commission meetings.

Board Meeting Date Request		Date of Request	
Applicant Name & Contact Name			
Address or Municipal or Electoral Area Jurisdiction			
Contact Phone Number			
Email			
Subject of Presentation			
Summarize the Matter you Wish to Speak to as a Delegate and Include Questions you Wish to Have Answered, if Applicable.			
Individuals Making a Presentation to the Board	Name:	Title:	
	1.		
	2.		
	3.		
Purpose of Presentation	<input type="checkbox"/> information only	<input type="checkbox"/> requesting a letter of support	
	<input type="checkbox"/> requesting funding	<input type="checkbox"/> other (provide details)	
Will you be providing supporting documentation?	<input type="checkbox"/> yes	<input type="checkbox"/> no	
	If yes: <input type="checkbox"/> handouts at meeting (bring at least 15 copies) <input type="checkbox"/> publication in agenda (one original due by 4:00 pm 9 days prior to the Board Meeting you wish to attend)		
Technical Requirements	<input type="checkbox"/> flip chart	<input type="checkbox"/> easels	
	<input type="checkbox"/> multimedia projector	<input type="checkbox"/> laptop	
	<input type="checkbox"/> other (provide details)		

- Most presentations are typically under 10 minutes. If you require more than 10 minutes delivering your presentation, advance notice to the Regional District staff should be provided to facilitate meeting schedule and permission of the Board will need to be sought.
- Delegations regarding any aspect of an Official Community Plan or Zoning application are prohibited between the conclusion of the Public Hearing and adoption of the Bylaw due to legal restrictions.
- Personal information on this form is collected under the authority of the Regional District of Kitimat-Stikine Board Procedure Bylaw to be used for the purpose of conducting the meetings of the Board. Questions may be directed to Verna Wickie, FOI Coordinator at (250) 615-6100.