



North Coast Regional District

DELEGATION REQUEST FORM

Title:	NCRD Board Delegation Request Form	F-002
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Contact Person: _____ Email: _____

Telephone: _____ - _____ Meeting Date Requested _____

Organization Name _____
and Mailing Address: _____

Subject of _____
Presentation: _____

Purpose of Presentation:

- ☐ Information Only
- ☐ Requesting Letter of Support
- ☐ Requesting Funding
- ☐ Other (provide details)

Technical Requirements:

- ☐ PowerPoint Presentation
- ☐ Other (provide details)

I understand and agree to these rules for delegations:

Name of Delegate/Group Representative

Date

Procedure:

- 1) Request forms must be submitted in person, by mail, by fax, or by email to info@ncrdbc.com at least 14 days prior to requested meeting date.
- 2) Requests must be approved and confirmed by the NCRD Corporate Administrator.
- 3) Delegations are to be a maximum of ten minutes including questions.
- 4) If approved, the group or delegate name and delegation materials will be included on the agenda and website for public inspection.
- 5) Requests to the Board may be considered at a later date.
- 6) Delegations regarding Official Community Plans, amendments, or zoning amendments will not be heard after a scheduled public hearing.

FOR OFFICE USE ONLY

- ☐ Approved
 - ☐ Declined
 - ☐ Other

Staff Authorization

Date