

## DELEGATION APPLICATION Virtual or In-Person

Personal information is collected by the Municipality of North Cowichan under the authority of s.26(c) of the Freedom of Information and Protection of Privacy Act for the purposes of processing delegation requests. Should you have any questions about the collection of this personal information, please contact Information Management Officer, (250 746-3116; 7030 Trans-Canada Highway, Duncan, BC V9L 6A1.

Date: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_ On behalf of: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

I/We request to appear as a delegation before:

**Council**                      **Committee of the Whole**                      **Other** \_\_\_\_\_

Please provide the purpose for your presentation and a brief overview, below, and attach a one-page (maximum) outline of your presentation (if more room is needed). **Please be specific.**

Will you be requesting a grant or financial assistance?                      **Yes**                      **No**

Will you be providing supporting documents to include in the agenda package?                      **Yes**                      **No**

How will you be presenting?                      **PowerPoint**                      **Video**                      **Verbal**

I affirm that I/we own the rights to the media I/we are providing and hereby grant the Corporation of the District of North Cowichan (Municipality) the irrevocable right and license to use, edit, alter, copy and distribute all materials provided as the Municipality sees fit in its absolute discretion, and that I have obtained appropriate personal information releases from all identifiable individuals appearing in these materials for such use.                      **Yes**                      **No**

I confirm that I want to participate:                      **In-Person**                      **Virtually**

If participating virtually, I confirm that I have tested my ability to participate in a Webex meeting:                      **Yes**                      **No**

I would like a member of the North Cowichan IT team to connect with me to confirm my configuration:                      **Yes**                      **No**

To test your ability to participate in a Webex meeting, start a meeting at this site:

<https://www.webex.com/test-meeting.html>

Once you join the test meeting, use these instructions to test your webcam, speakers, and microphone:

<https://help.webex.com/en-us/bzg2s7/Test-Your-Speaker-and-Microphone-in-Webex-Meetings>

Council and Committees welcome public comments, but as a courtesy to Council and Committees who deal with lengthy agendas, we request that you present your information clearly and concisely in ten minutes or less. If the delegation consists of more than one person, please appoint one person to speak on behalf of your group.

**For Internal use only**

Funding request (if any) reviewed by Director Financial Services                       Yes

Request approved (date) \_\_\_\_\_ Date of Meeting \_\_\_\_\_