

## DELEGATION APPLICATION for Virtual Meeting

*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 electronically as a delegation before:

- ☐ Council ☐ Committee of the Whole ☐ Forestry Advisory Committee

Please provide a brief overview of your presentation, below, and attach a one-page (maximum) outline of your presentation.  
**Please be specific.**

Will you be requesting a grant or financial assistance?

☐ Yes ☐ No

I confirm that I have tested my ability to participate in a Webex Online meeting:

☐ Yes ☐ No

Please advise how many separate connections will be required: \_\_\_\_\_

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. All delegation applications along with supporting documentation and a copy of your presentation must be submitted for Council, Committee of the Whole or the Forestry Advisory Committee to [legislativeservices@northcowichan.ca](mailto:legislativeservices@northcowichan.ca) at least one week before the meeting is held. If the delegation consists of more than one person, please appoint one person to speak on behalf of your group.

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>

**For Internal use only**

Funding request (if any) reviewed by General Manager, Financial and Protective Services

☐ Yes

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