

Victoria Regional Transit Commission

Delegation Request Form

Delegation Guidelines

- 1. Delegations are approved at the Chair's discretion
- 2. Delegations may be individuals or groups
- 3. Requests must be received no later than ten (10) business days prior to the meeting date
- 4. Delegations are limited to five (5) minutes to make their presentation
- 5. Any materials to be distributed must be received no later than five (5) business days prior to the meeting date

Main Contact Information

First Name: _____ Last Name: _____
Email: _____ Phone: _____
Meeting date: _____ Materials? YES _____ NO _____

Delegation Information

Organization: _____
Names of delegates: _____

Reason for delegation:

For Office Use Only

Date Received: _____ Materials: _____
Chair Approved: _____ Added to agenda: _____