



PEACE RIVER REGIONAL DISTRICT

## Guidelines for Delegations and Petitioners

to the Board Meetings of the  
Peace River Regional District and Peace River Regional Hospital District

The public is welcome to attend and observe any meeting of the Peace River Regional District. Meeting agendas are posted on the Regional District website six days prior to the meeting date or can be picked up in hard copy on the day of the meeting. All meeting observers or delegates must sign-in upon arrival.

Persons or parties wishing to address the Board of the Regional District as a scheduled delegation or petitioner are required to observe the following guidelines:

1. Choose a meeting date well in advance as presentation times are limited and fill up quickly.
2. Send a letter requesting a date for your presentation, stating the subject matter and listing the name/s and title/s of spokesperson/s. The letter of request and background material must be received by our offices at least ten days prior to the meeting, so it can be included in the electronic agenda.

**Address the letter to:**

Peace River Regional District

**Delivery options:**

**Mail to:** Box 810, Dawson Creek, BC V1G 4H8; or

**Hand deliver to:** 1981 Alaska Avenue, Dawson Creek; or

**Email to:** [prrd.dc@prrd.bc.ca](mailto:prrd.dc@prrd.bc.ca)

3. Once your request is received by our office, you will be contacted to confirm a mutually-convenient time to appear before the Board and to discuss your audio-visual equipment requirements.
4. If you are unable to include the background material with your letter you are required to bring twenty copies to hand out at the meeting, or, in the case of a power-point presentation, please email a copy prior to the meeting or provide it on a USB memory stick.
5. Each delegation or petitioner is allotted a maximum of fifteen minutes for their presentation, including a question and answer period.

### Appeal Process if Unable to Meet Deadlines

On occasion, due to the shortness of time, it may not be possible to meet the requirements listed in the above guidelines. Persons wishing to appeal this process may do so by speaking directly to the Chair of the Peace River Regional District Board.

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