



Submit application by:  
Email: DelegationRequests@sechelt.ca  
Fax: 604-885-7591  
Hand Deliver: 5797 Cowrie St.

### Delegation to Council/Committee Request Form

For assistance with the form or more information on appearing as a delegation, contact  
The District of Sechelt office (604)885-1986

Name of person or group requesting to appear:

Contact information: (email address/telephone number)

Subject of presentation:

- Purpose of presentation:
- Information only:
  - Requesting action by Council
  - Requesting a letter of support
  - Other (Explain)

Delegation applications, including delegation contact information, must be received by the District of Sechelt along with the presentation material, and/or at a minimum, a summary of the presentation, **by the Monday of the week prior to the requested appearance date for review and approval.**

**IF NO SUMMARY IS RECEIVED, THE DELEGATION MAY BE WITHDRAWN FROM THE AGENDA.**

Technical Requirements:

NOTE: if making a PowerPoint presentation, a copy must be submitted one week in advance of your appearance, to be included on the agenda and pre-loaded on the computer/projector system

- flip chart
- easels (number required)
- LCD projector

(continued on Page 2, on reverse side)

Rules for Delegations:

1. Delegations are heard as one of the first items of meeting business. Ensure you arrive in advance of the meeting start time.
2. Timeframe is ten minutes maximum, even if more than one person is speaking. Allow time to respond to questions within this timeframe.
3. Name of the person/group and the subject of the delegation will be on the agenda, which is available to the public and posted on the internet. The local media may be in attendance at the meeting and are permitted to use information from delegations in their reporting.
4. Proceedings of Council/Committee meetings, including delegations are recorded, audio files are posted on the internet and live-streamed via YouTube.
5. Delegations are asked to use the desk, chair and microphone provided and to address remarks to Council/Committee.
6. Delegations are to present information to Council/Committee. Council/Committee will not enter into a debate with delegations.
7. Delegations must maintain decorum, be polite, courteous and respectful of all in attendance at the meeting.
8. Council/Committee will receive the information, and may refer the issue to staff for a report or for consideration at a future meeting.
9. There is a limit of two delegations per meeting. Delegations are scheduled on a first come/first served basis Your delegation is not confirmed until you are contacted by District staff to confirm and this form signed by both parties.

Helpful Suggestions:

- Have a purpose and clearly state it. Be prepared and concise.
- Be aware that meetings are open to the public. There may be people in attendance that support or oppose your position

I understand and agree to the rules for delegations:

\_\_\_\_\_  
Name of Applicant (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

FOR OFFICE USE

Approved: \_\_\_\_

Rejected: \_\_\_\_

If approved, date scheduled: \_\_\_\_\_

Applicant informed of approval/rejection on (date): \_\_\_\_\_

By: \_\_\_\_\_

Signature