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E-Mail: 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
(telephone: (604) 885-1986 ext 0 email: DelegationRequests@sechelt.ca)

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 must be received by the District of Sechelt along with the application and presentation material, at a minimum, an outline of the presentation, including the name and contact information for the delegation must be provided to the District office **by the Monday of the week prior to your requested appearance date for review and approval.**

IF NO SUMMARY IS RECEIVED, THE DELEGATION IS CANCELLED.

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. Council/Committee meetings, including delegations, are recorded, streamed on YouTube and audio files are posted on the internet.
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