



Directions for Delegations Guide

What is a Delegation?

Members of the public who wish to appear before the Squamish-Lillooet Regional District (SLRD) Board or one of its Committees may make an application to Request to Appear as a Delegation.

A delegation is the formal name for an individual or group who appear before the Board or a Committee to:

- make a presentation or request a specific action on a matter that is of broad interest and falls within the jurisdiction of the regional district.
- initiate interest and guidance to a solution for an item of public concern.
- provide information to the Board / Committee on a project, idea, or concept.

How and When to Apply?

All Request to Appear as a Delegation applications are given fair, consistent, and timely consideration.

Board and Committee agenda planning occurs well in advance of scheduled meetings; please submit an application as early as reasonably possible to permit sufficient time to effectively support delegation presentations to the Board or a Committee.

Per the [SLRD Procedure Bylaw 1499-2016 \(consolidated\)](#) all applications must:

- be made in writing;
- be received not less than six (6) business days (preferably two weeks) prior to the requested meeting date.

Further note:

- the Chair may limit the number of delegations to be heard at any particular meeting.
- applicants will be notified if the request has been accepted or declined.
- approved applicants will be provided further details including the meeting date, time, and instructions regarding deadlines for presentation materials (if any) and meeting protocols.

If you are unable to complete the application using the online form, please contact us to make other arrangements (i.e., you can complete an application via email, mail, or in-person as needed).

Be advised that submission of an application does not constitute approval to appear.

Information for Delegation Applicants:

1. Refer to the SLRD's [SLRD Procedure Bylaw 1499-2016 \(consolidated\)](#).
2. The SLRD collects personal information provided on the Request to Appear as a Delegation application form and uses it to respond to the applicant pursuant to section 26(c) of the *Freedom of Information and Protection of Privacy Act* ([FOIPPA](#)).
3. For an application to be considered, the request must be complete and in writing. The application also must be within the jurisdiction of the SLRD and must not conflict with any other policy or procedure of the Board. If the application pertains to a bylaw for which a public hearing has already been held, the application will not be approved.
4. Complete applications will be reviewed by the Corporate Officer and the Board / Committee Chair. The applicant will be notified as to how the request will proceed; subject to the discretion of the Chair. *Be advised that submission of an application form does not constitute approval to appear.*
5. Each appearance by a delegation shall be limited to a total of ten (10) minutes, shared with all delegation speakers, including a question-and-answer period, except where a different timeframe is approved; subject to the discretion of the Chair.
6. The maximum number of delegations that may be placed on a Board / Committee meeting agenda is three (3); subject to the discretion of the Chair.
7. The SLRD will advise if the requested meeting date can be accommodated. If not, an alternate date will be proposed to the applicant for consideration, taking into consideration matters such as time constraints of the particular Board / Committee meeting and the maximum number of delegations per meeting provision.
8. If the request is approved by the Chair, the application form and delegation materials (if any) become part of the public record and are published by the SLRD in the public meeting agenda package. Information is subject to redaction of personal information pursuant to [FOIPPA](#). No images or personal information can be included in the delegation materials unless the necessary consent from the parties involved has been obtained by the SLRD (i.e., photo consent / minor parental consent).
9. Unless a meeting or part of a meeting is authorized to be closed to the public, in accordance with the [Local Government Act](#) and the [Community Charter](#), all meetings are open to the public. Board, Standing Committee, and Sea to Sky Regional Hospital District Board meetings are livestreamed and recorded for on-demand viewing available on the [SLRD website](#). Meetings follow a hybrid format and may have meeting participants attend via electronic or other communication facilities.
10. All attendees of SLRD Board or Committee meetings may be audio and video recorded. By speaking at a meeting, you are consenting to the disclosure of personal information made evident through your speech or presentation materials such as name, address, image, voice, and / or personal opinions. Individuals speaking at a meeting are requested to respect third-party information by not disclosing personal information of others.

Information for Approved Delegations:

1. Delegations are permitted to attend either in-person (encouraged when possible) or virtually.
2. Delegations may present verbally or provide a PowerPoint presentation. PowerPoint presentations are considered delegation materials and must be provided to SLRD staff in advance. The number of slides should be limited so key messaging is clear and concise.
3. Delegation materials (if any, such as PowerPoint presentations, related correspondence, grant applications, brochures, etc.) must be submitted no later than six (6) business days (preferably two weeks) prior to the meeting date to SLRD staff for review and publication in the public meeting agenda package. All materials must be submitted in PDF format. Be advised that an SLRD staff member will share the approved PowerPoint presentation on screen on behalf of the delegation. The delegation speaker will instruct the staff member to advance the slides by saying “next slide”.
4. Unless otherwise approved by the Board / Committee, the delegation is limited to the topic indicated on the approved application.
5. The delegation agrees to behave and speak in a courteous and respectful manner while making their presentation and will not speak disrespectfully to any person(s), use rude or offensive language or gestures, nor impugn the character of any person(s).
6. Notification that the delegation application is final approved with confirmed date and time specifics will be provided by the SLRD to the applicant at the time when the meeting agenda package is published and available for public viewing (typically Friday the week prior to the meeting).
7. Delegation meeting protocol:
 - a. Delegations must arrive to the meeting place (physical or virtual) no less than ten (10) minutes prior to the scheduled start time.
 - b. Upon the delegation item being announced by the Chair:
 - i. in-person delegations will be invited from the public gallery to the Board table or, virtual delegations will be admitted to the virtual meeting room;
 - ii. the delegation speaking time will then begin;
 - iii. delegations must clearly introduce speakers;
 - iv. if applicable, an SLRD staff member will share the approved PowerPoint presentation on screen and the delegation speaker will instruct the staff member to advance the slides by saying “next slide”; and
 - v. if applicable, at the end of the delegation speaking time, the presentation will be removed from the screen to allow for questions / discussion at the discretion of the Board / Committee Chair.
 - c. Delegations will address the Board / Committee and not any member(s) of the public in attendance at the meeting.
 - d. Delegations will address Board / Committee Members in the following manner:
 - i. Board / Committee Chair as ‘Chair <last name>’.
 - ii. Board /Committee members as ‘through the Chair’ and as ‘Director <last name>’.