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Application to Appear as a Delegation

Before submitting this application to the Squamish-Lillooet Regional District, please read the Guidelines for Applicants and the Guidelines for Delegations (attached).

Date of application: _____ Requested meeting date: _____

Board Meeting:

-OR-

Committee Meeting: Name of Committee: _____

Name of Organization/Group: _____

Name(s) and title(s) of person(s) making presentation: _____

Mailing address: _____

City and Postal Code: _____

Phone: _____ Email: _____

Topic of presentation: _____

What are you requesting from the Squamish-Lillooet Regional District? (i.e. funding, letter of support, etc.):

What audio-visual equipment is required? (i.e. laptop/projector, stands for display boards, etc.):

*Thank you for submitting the application to the Squamish-Lillooet Regional District.
We will be in contact with you shortly.*



SQUAMISH - LILLOOET REGIONAL DISTRICT

Guidelines for Applicants:

1. Pursuant to section 26(c) of the *Freedom of Information and Protection of Privacy Act* ("FOIPPA"), the Squamish-Lillooet Regional District ("SLRD") collects personal information provided on the application and uses it to respond to the applicant.
2. If approved, the application and supporting materials/information (if any) become part of the public record and is published by the SLRD as part of the Board/Committee meeting agenda package, subject to redaction of personal information pursuant to FOIPPA.
3. Pursuant to the SLRD's *Procedure Bylaw No. 1499-2016*:
 - a. The maximum number of delegations that may be placed on a Board/Committee meeting agenda is three (3), subject to the discretion of the SLRD's Chief Administrative Officer;
 - b. The application cannot conflict with any other policies or procedures of the Board; and
 - c. If the application pertains to a bylaw for which a public hearing has already been held, it will not be approved.
4. To determine the date of the Board/Committee meeting that the applicant wishes to request, the applicant can consult the SLRD website (www.slrd.bc.ca) or contact the SLRD for assistance.
5. No later than six (6) business days prior to the requested meeting date, the applicant submits the application together with supporting information/materials (if any) to the SLRD:
 - a. by email (info@slrd.bc.ca);
 - b. by mail (Box 219, Pemberton, BC V0N 2L0); or
 - c. in person (1350 Aster Street, Pemberton, BC).
6. If approved, the SLRD advises the applicant if the SLRD is able to accommodate the requested meeting date and, if not, proposes an alternate date for the applicant to consider. The SLRD does its best to accommodate the requested meeting date, taking into consideration matters such as time constraints of the particular Board/Committee meeting and the maximum delegation provision noted above (i.e. 3 per meeting).
7. The applicant is aware of and understands the SLRD's standard of conduct for delegations. (Please refer to #5 in the **Guidelines for Delegations** below.)

If the application is approved, the following Guidelines for Delegations apply.

Guidelines for Delegations:

1. At least six (6) business days prior to the meeting date, a delegation submits supporting materials (if any, such as printed materials, Powerpoint, etc.) to the SLRD for publication as part of the meeting agenda package.
2. Unless otherwise approved by the SLRD Chief Administrative Officer or the Board/Committee, a delegation is limited to five (5) minutes to make the presentation and to answer any questions the Board/Committee may have.
3. Unless otherwise approved by the Board/Committee, the delegation is limited to the topic indicated on the application.
4. A delegation addresses the Board/Committee (and not members of the public in attendance at the meeting).
5. A delegation agrees to behave and speak in a courteous and respectful manner while making the presentation and is not to speak disrespectfully of any person(s), use rude/offensive language, nor impugn the character of any person(s).