

# Skeena-Queen Charlotte Regional District

## BOARD POLICY

<b>Title:</b>	Delegations
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### 1.0 PURPOSE

To provide direction in the handling of requests to appear as a delegation before the Board of the Skeena-Queen Charlotte Regional District (SQCRD).

### 2.0 POLICY

Requests to appear before the SQCRD Board shall be dealt with in the following manner:

- 2.1 Delegations must notify the Corporate Officer no later than two weeks prior to the Board meeting in writing, utilizing the Delegation Request Form (Appendix 1) or other form of written communication including email.
- 2.2 The number of Delegations allowed per meeting will be limited to two.
- 2.3 Requests to appear as a delegation received after the two-week deadline prior to the Board meeting may be considered and will be subject to the approval of the Corporate Officer, based on the following criteria:
  - Time-sensitive;
  - High community/public interest; and
  - Important additional information pertinent to items on the agenda.
- 2.4 Delegations that have previously appeared before the Board on a subject matter are to provide new information only in any subsequent presentation relating to the matter.
- 2.5 Organizations requesting to address the Board are limited to a maximum of ten minutes regardless of the number of representatives of the group wishing to speak.
- 2.6 Delegations by invitation of the Board may, at the discretion of the Corporate Officer and/or Chair:
  - i. have the 10 minute maximum time limit extended.
  - ii. have a special meeting arranged for the sole purpose of receiving the presentation.
  - iii. have the delegation limit for that particular meeting reduced to one.

### **3.0 TERMS/DEFINITIONS**

*“delegation”* refers to a person or group of persons or representatives for an organization appearing before the Board to provide information relevant to Regional District business.

*“Regional District”* refers to the Skeena Queen Charlotte Regional District.

### **4.0 SCOPE**

4.1 This Policy applies to all requests to appear as a delegation before the Board.

4.2 Where a delegation is specifically invited by the Board, the Corporate Officer has the discretion to waive any limitations within this policy.

### **5.0 RESPONSIBILITY**

The Corporate Officer is granted the authority to screen and, if deemed appropriate, deny a request to appear as a delegation if:

5.1 the issue is not within the mandate or jurisdiction of the Regional District; or

5.2 if a delegation has addressed the Board on a particular issue and no new significant information is being provided.

### **6.0 PROCEDURE**

The following procedure will be followed for all requests to appear before the Board:

6.1 Written requests will be directed to the Corporate Officer for review.

6.2 The delegate will be notified of the decision.

6.3 Delegations approved to appear before the Board will be:

- i. notified of the scheduled time and date of the delegation;
- ii. requested to forward any supporting documentation for publication in the Board Agenda no later than the Monday of the week prior (10 days) to the meeting at which they will be appearing; and
- iii. provided a copy of the information on ground rules as outlined on the Delegation Request Form.

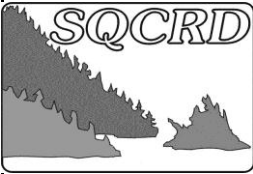
6.4 Delegations denied the opportunity to appear before the Board will be:

- i. offered the opportunity to provide written information for distribution to the Board through an Agenda or Directors' Reading file as appropriate; or
- ii. informed, in writing, of their right to appeal the decision to the Chair of the Board.

**7.0 REFERENCES**

Appendix 1 - Delegation Request Form

Approval Date:		Resolution No.	
Amendment Date:		Resolution No.	



**SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT**

**DELEGATION REQUEST FORM**

**Organization Name  
and mailing address:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Subject of Presentation:**

\_\_\_\_\_  
\_\_\_\_\_

**Purpose of Presentation:**

<input type="checkbox"/>	Information only
<input type="checkbox"/>	Requesting a letter of support
<input type="checkbox"/>	Requesting funding
<input type="checkbox"/>	Other (provide details)

\_\_\_\_\_  
\_\_\_\_\_

**Contact Person:  
(if different from above)**

\_\_\_\_\_

**Telephone No.:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Meeting Date Requested:** \_\_\_\_\_

**Technical Requirements:**

Will you be using a Power Point presentation  Yes  No  
and is equipment required? (The Regional District cannot guarantee that in-house equipment  
will be compatible with all programs.)

**If you wish supporting documentation to be published in the Agenda, it must be  
provided to our office no later than the Monday of the week prior to the meeting. If it  
does not make the Agenda deadline, 13 paper copies should be available for distribution  
at the meeting.**

**For more information, contact:**

101 - 1st Avenue East  
Prince Rupert, BC  
V8J 1A6

Email: [info@sqcrd.bc.ca](mailto:info@sqcrd.bc.ca)  
Phone (250) 250-624-2002 ex 28  
Fax: (250) 627-8493

**To facilitate constructive and effective engagement, the following information is provided:**

1. A ten-minute time limit is necessary regardless of how many people will speak. Try to leave time for questions.
2. If approved, the name of person and/or group and subject will be published in the Agenda (which will be available to the public and on the SQCRD website).
3. If your material is not published in agenda, bring sufficient handouts for the Board and staff (13 copies).
4. Direct your presentation to the Board.
5. Participate with integrity. A collaborative and respectful approach is appreciated.
6. Be concise.
7. Do not expect an immediate answer - your issue may be referred to staff for more information or to another meeting for further consideration.
8. Delegations regarding any aspect of an Official Community Plan or a zoning application are prohibited between the conclusion of a Public Hearing and the Adoption of the Bylaw.
9. Your presentation may not be on the date requested due to prior commitments or staff resources. Your delegation is not confirmed until you are contacted by SQCRD staff.

**Helpful Suggestions:**

- Turn off cell phones and pagers.
- Be prepared.
- Have purpose.
- Support your position with facts.
- Consider the big picture, as many issues are inter-related and should not be considered in isolation.
- State your request, if any.
- Provide the Deputy Corporate Officer with any relevant notes if not handed out or published in the Agenda.

I understand and agree to these rules for delegations:

\_\_\_\_\_ Name of Delegate / Representative of Group

\_\_\_\_\_ Date

\_\_\_\_\_ Signature

For Office Use Only

Approved

Declined

Other

By (signature): \_\_\_\_\_

Appearance date (if applicable): \_\_\_\_\_

By (signature): \_\_\_\_\_

Date: \_\_\_\_\_