

	POLICY / PROCEDURE	No.	7.9
	Delegation Policy	Effective Date	2018-Jul-18
		Revision Letter	B
		Council Approval	2018-13-05

1.0 Purpose

To administer and regulate delegations efficiently.

2.0 Scope

This policy applies to Council and Corporate Administration.

3.0 Policy

Council may receive up to two fifteen-minute delegations at Regular Council Meetings.

4.0 Definitions

5.0 Responsibilities

6.0 Procedures

Delegations are arranged and held according to the attached "Appearing Before Council as a Delegation" procedure using the attached "Delegation Request" form.

7.0 Document Approvals

Role	Position	Name of Approver	Approval Signature	Date Approved
Owner	Chief Administrative Officer	Kevin Crook		
Reviewer	Deputy CAO	Lina Gasser	<i>Lina Gasser</i>	July 18, 2018
Final Approver	Mayor and Council	Rob MacDougall	<i>Rob MacDougall</i>	Aug 3, 2018

8.0 Revision History

Effective Date	Rev Letter	Document Author	Description of Change
18-JUL-2018	A	Lina Gasser	Revision

Appearing Before Council as a Delegation

- Council meetings are generally held the second and fourth Wednesday of each month. Meeting Schedule can be viewed at <https://fortstjames.civicweb.net/document/32592>.
- There is a limit of two delegations per meeting; therefore, we advise that delegations book well in advance of the desired date.
- Delegations are heard at 7:00 pm at Regular Council Meetings and Committee of the Whole meetings. Please contact the Corporate Administrator at 250-996-8233 for details.
- In order to schedule a date to appear before Council, delegations must provide, as a minimum, the information requested on the attached form. Additional documents may also be submitted for inclusion. The provision of this information clarifies the purpose of the delegation for Council and allows Council Members to become familiar with your topic and obtain any necessary background information. This form, and other documents provided, will be included in the published agenda and referred to in the published minutes, both of which are available to the public and may be viewed on the internet. (Your address will be included with your delegation information and circulated to Council; if you do not wish your address to be included in the public agenda, please advise the Corporate Officer.)
- If your presentation cannot be scheduled on the date requested, the Corporate Officer will contact you to find another suitable date.
- Your delegation is not confirmed until you are contacted by District staff to confirm your place on the agenda; all requests are authorized by the Corporate Officer.
- If you will be providing supporting documentation, such as a PowerPoint presentation, you are required to submit the documents no later than 1:00 pm on the Friday prior to the meeting.
- Delegations are permitted up to fifteen (15) minutes for their presentation, regardless of how many people will speak. Council may ask questions after the presentation for clarification.
- If you bring additional material not published in the agenda, please bring sufficient copies to hand out to Council members and staff (8 copies minimum). The District of Fort St. James will not provide photocopying services. Provide the Corporate Officer with any relevant notes if they have not been handed out or published in the agenda.
- Delegations with regard to any aspect of an amendment to the Official Community Plan or Zoning bylaw are prohibited between the conclusion of the Public Hearing and the Adoption of the bylaw.
- All communication and petitions intended to be presented to Council shall be legibly written, typed, or printed; signed by at least one person; dated; and include a contact phone number and address before being accepted.
- If the delegation is refused by the Corporate Officer, the delegation can appeal the refusal to Council. Council can hear the delegation by unanimous vote of members present.

Helpful Delegation Tips:

- Arrive 10 minutes in advance of the meeting start time
- Turn off cell phones and pagers
- Be prepared
- Speak clearly
- Direct your presentation to the chair of the meeting (usually the mayor)
- Keep your presentation brief and to the point
- Allow for extra time at the end of the presentation for a question and answer period
- Be respectful
- Do not expect an immediate answer. Your issue may be referred to staff for more information or to another meeting for further consideration.

DELEGATION REQUEST
(Request to Appear Before District Council)

This form is mandatory before any request is considered. For more information contact corporate@fortstjames.ca Phone 250-996-8233

Name of person and/or organization wishing to appear:

Purpose of presentation:

☐ Information only ☐ Requesting a letter of support ☐ Requesting funding

☐ Other (provide details): _____

Topic of discussion (please be specific, provide details, and attach additional information if required):

Contact person (if different than above): _____

Mailing address: _____

Daytime phone number: _____ Email address: _____

Council Meeting date requested: _____

Requirements: ☐ Projector and screen ☐ Computer ☐ Sound

Note: If your software is not compatible with the District of Fort St. James's software, you may be unable to use an electronic presentation.

Signature _____ Date _____

NOTICE OF COLLECTION OF PERSONAL INFORMATION

Personal information collected on this form is collected for the purpose of processing this application and for administration and enforcement. The personal information is collected under the authority of the Community Charter, the Local Government Act, and the District's bylaws.

OFFICE USE ONLY

☐ Approved ☐ Declined Appearance Date: _____

By _____ (signature)

Applicant informed of decision on: _____ by: _____

Additional notes (e.g., reason for declining):
