

Guidelines for Delegations at Council Meetings

What is a delegation?

A delegation is a presentation by a person or persons on behalf of an organization or association wishing to appear before Mayor and Council.

How to Apply:

An organization or association wishing to appear before Council as a delegation is required to submit an **Application to Appear as a Delegation** to the Manager, Legislative Services by 12:00 noon at least ten (10) days prior to the relevant meeting. Delegations are only scheduled to regular Council meetings. Delegations are not confirmed on the agenda until contacted by municipal staff.

Application:	Submit to Legislative Services by 12:00 noon at least ten (10) days prior to the meeting (inclusive of correspondence, and background materials).
Audio/Visual:	Presentation material, video or PowerPoint, must be received by noon on the Friday before the meeting.
Meeting time:	7:00 p.m. Delegations are usually heard at the start of the meeting.
Meeting date:	See the Council Meeting Schedule for meeting dates (No delegations are scheduled to Committee of the Whole meetings).
Time limit:	Each delegation as a whole is limited to ten (10) minutes.

What are the steps involved?

- ① Applications are accepted on a first come, first served basis and a maximum of two (2) delegations may appear before Council at each regular meeting.
- ② Once the limit is met, additional requests are put forward to the next available meeting. Where two or more delegations apply to address Council on the same subject, only one delegation may address Council either in favour of or against the subject.
- ③ Delegations will be heard in the order of the earliest to submit their applications to the Manager, Legislative Services.

Organizations or associations are not permitted more than one delegation every six months on the same issue unless prior consent has been obtained by a resolution of Council.

What to Include:

- ☑ A completed **Application to Appear as a Delegation** form.
- ☑ **Printed background material** supporting your application. If the materials are not submitted with the application, please bring 13 copies to the meeting for distribution to Council and staff.
- ☑ **Presentation materials, video or PowerPoint**, must be submitted to Legislative Services by 12:00 noon on the Friday before the meeting. This will allow for advance testing to ensure your presentation runs smoothly. You may wish to contact us in advance of preparing your audio or visual presentation to confirm the technical specifications of our presentation equipment.

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What is the process?

A staff member will communicate with the delegation's contact person to confirm a place on the Council agenda, and to facilitate any audio/visual support that is required. Background information submitted with the application and presentation material, if applicable, will form part of the agenda package and will be published on the website.

The visual presentation must be in compliance with the federal *Copyright Act* and by speaking at the meeting, you grant the District of Saanich license to publish the presentation materials.

When will it be Scheduled?

Every effort is made to assign the earliest possible meeting date. A delegation is not confirmed on the agenda until contacted by municipal staff. Once the application is reviewed, the delegation may be referred to a committee or to staff for direct action or response as deemed appropriate.

Restrictions on Subject Matter:

Council does not hear delegations on subject matter that:

- must be or has been considered by Council at a closed meeting under the authority of section 90 of the *Community Charter*;
- is before the courts or for which legal action is being pursued or is pending;
- is or has been the subject of a claim for damages against the District;
- is or has been the subject of bylaw enforcement action by the District;
- is or has been the subject of a public hearing held in accordance with an enactment that is a pre-requisite to the adoption of a bylaw;
- involves an application before the Board of Variance that is pending or has been decided;
- will be or has been the subject of an appeal under Part 8 of this bylaw or reconsideration under sections 9 or 41 of this bylaw;
- involves an application that will be or has been considered under the *Community Grant Policy*;
- has been referred to committee or staff;
- involves an application, project or other initiative that will be or has been dealt with through another process under this Bylaw of the Land Use and Development Procedures Bylaw.

What to Expect at the Meeting:

The delegation will be introduced by the Municipal Clerk. The delegate should then proceed to the podium. The delegation is limited to ten minutes to make a presentation to Council regardless of the number of people in the delegation. The time may be divided between the speakers at the delegation's discretion. Upon completion of the presentation, Council may ask questions if they feel clarification is required.



Meetings of Council are webcast via live video feed on the District website. Your image and personal opinions may be collected and disclosed as part of Council proceedings.