



FRASER VALLEY REGIONAL DISTRICT

DELEGATION REQUEST FORM

I/We _____
(name of delegate/delegates and organization)

Contact Info: _____
(telephone/fax # or email address)

Request to appear as a delegation at the following Meeting (check box): Date of Meeting: _____

Fraser Valley Regional District Board Regional and Corporate Services Committee

Fraser Valley Regional Hospital District Board Electoral Area Services Committee

FVRD Staff Contact Person (if available): _____

The purpose of the delegation is to present the following subject matter(s)*:

** where the subject matter of a delegation pertains to matters pursuant to S90 of the Community Charter (attached), the FVRD Board reserves the right to hear such delegations in Closed Meeting.*

Technical requirements:

Will you be providing a PowerPoint presentation (Check box if answer is 'Yes')

If yes, you are required to submit PowerPoint presentation 48 hours prior to the meeting to the Executive Assistant to the Board via email (info@fvr.bc.ca)

A delegation wishing to appear before the Board/Committee shall submit a Delegation Request form, together with written copies (if any) of their submission at least ten (10) calendar days prior to the scheduled meeting. The request must stipulate the subject matter. **The nature and purpose of the delegation MUST be deemed to be a matter of Regional or Electoral Area significance and within the mandate of the Fraser Valley Regional District/Fraser Valley Regional Hospital District.** A delegation is limited to 10 minutes (unless otherwise extended by leave of the Chair).

The delegation must submit the Delegation Request Form via email (info@fvr.bc.ca) or by fax # (604-792-9684). The delegation will be notified whether the delegation request has been approved or not.

Late Delegation Request:

Any person or organization who deems its interests to be affected by an item on a Board/ Committee agenda, and who, because of circumstances, could not have been expected to give notice, may request to appear as a late delegation at the Board/Committee by submitting a written request to appear as a late delegation to the person responsible for corporate administration not later than 12 o'clock noon on the day before the scheduled Board/Committee Meeting. The Late Delegation Request will be considered and the delegation will be advised accordingly.

Signature of Delegate

For internal use:

Request approved this _____ day of _____

Reason for request being declined: _____

Corporate Officer/Deputy

Community Charter Section 90

Meetings that may or must be closed to the public

90. (1) A part of a council meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:
- (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
 - (b) personal information about an identifiable individual who is being considered for a municipal award or honour, or who has offered to provide a gift to the municipality on condition of anonymity;
 - (c) labour relations or other employee relations;
 - (d) the security of the property of the municipality;
 - (e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;
 - (f) law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment;
 - (g) litigation or potential litigation affecting the municipality;
 - (h) an administrative tribunal hearing or potential administrative tribunal hearing affecting the municipality, other than a hearing to be conducted by the council or a delegate of council;
 - (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
 - (j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the *Freedom of Information and Protection of Privacy Act*;
 - (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public;
 - (l) discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [*annual municipal report*];
 - (m) a matter that, under another enactment, is such that the public may be excluded from the meeting;
 - (n) the consideration of whether a council meeting should be closed under a provision of this subsection or subsection (2);
 - (o) the consideration of whether the authority under section 91 [*other persons attending closed meetings*] should be exercised in relation to a council meeting.
- (2) A part of a council meeting must be closed to the public if the subject matter being considered relates to one or more of the following:
- (a) a request under the *Freedom of Information and Protection of Privacy Act*, if the council is designated as head of the local public body for the purposes of that Act in relation to the matter;
 - (b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party;
 - (c) a matter that is being investigated under the *Ombudsperson Act* of which the municipality has been notified under section 14 [*ombudsperson to notify authority*] of that Act;
 - (d) a matter that, under another enactment, is such that the public must be excluded from the meeting;
 - (e) a review of a proposed final performance audit report for the purpose of providing comments to the auditor general on the proposed report under section 23 (2) of the *Auditor General for Local Government Act*.
- (3) If the only subject matter being considered at a council meeting is one or more matters referred to in subsection (1) or (2), the applicable subsection applies to the entire meeting.