

Saanich Police Board - Application to Appear as a Delegation

TO: Chair, Saanich Police Board

I/We wish to appear as a delegation before the Saanich Police Board meeting to be held on:

(date of meeting)

Names of those who wish to appear:

Name	Address	Telephone or Email

Purpose or Topic for the Delegation (*)

(*) The subject matter of the delegation must comply with the Board’s Delegation Policy. The Board will not hear delegations relating to service and policy complaints or conduct complaints regarding police officers. The Board reserves the right to limit the number of delegations at a Board meeting and to specify an alternate date for appearance by a delegation.

I/We acknowledge that we have read, understood, and will comply with: (1) the Board’s Policy for Attending as a Delegation at Board Meetings; and (2) the attached Protocol for Delegations.

Signature Date

Return the completed Delegation Application Form (by mail or email) to:

**The Secretary, Saanich Police Board
760 Vernon Avenue, Saanich BC, V8X 2W6
Email: Secretary@spdboard.ca**

Your completed form must be received at least two weeks prior to the specified Board meeting date

Saanich Police Board – Protocol for Delegations Appearing at Board Meetings

This Protocol applies to all Delegations appearing at a Board meeting.

If you have any questions about the Board’s process, please direct them to the Chair before you begin your presentation

The Saanich Police Board is interested in hearing from the public on the issues of public safety and policing. To ensure that this process is clear to all participants, please follow this Protocol.

Prior to speaking about your issue please:

1. Ensure that any materials relating to your presentation have been given to the Board’s Secretary for distribution to the Board.
2. Identify yourself, stating your name and issue you wish to bring to the Board’s attention.
3. The topic of your presentation must be limited to items of public safety and policing. This is not a forum for complaints. Any complaints must be dealt with through the established complaint process outlined in the *Police Act*. Staff at the Saanich Police Department will assist complainants by providing the necessary forms and contact information where required. Alternatively, persons wishing to make a complaint may contact the Office of the Police Complaint Commissioner directly.
4. **Note that your presentation time is limited to ten minutes.**
5. Understand that the Board will not make any decisions or provide feedback at the meeting. The Board will provide a reply to you or your delegation where it deems appropriate. The Board may also refer your matter to the Chief Constable for review.

We thank you for taking the time to participate in the Board’s meeting and in our community.

Chair, Saanich Police Board