

**REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN
BOARD POLICY**

- POLICY:** Board and Committee Delegation Policy
- AUTHORITY:** Board Resolution No. **B72/13** dated February 21, 2013.
- AMENDED:** Board Resolution No. **B222/13** dated July 4, 2013¹
Administrative Review June 2015
- AMENDED:** Board Resolution dated March 15, 2018^{2,3}

POLICY STATEMENT

The Regional District believes in providing full public access whenever possible and encourages open communication while acknowledging the need to conduct business in a professional, efficient manner in compliance with the Procedures Bylaw.

PURPOSE

To regulate the process for dealing with requests to appear before the Board and Committee.

PROCEDURES

An individual or group of people who wish to appear as a delegation to the Regional Board, shall request the same through the Corporate Officer and will be requested to complete the "Delegation Request Form".

Upon completion of the 'Delegation Request' form, the request shall be reviewed by the Corporate Officer and one or more of the following actions shall be recommended:

- (a) that the request be referred to the appropriate Regional District staff member or department, if the request is operational in nature;
- (b) that the request be referred to a Regional Board committee or advisory body;
- (c) that the request be submitted for agenda review and, if appropriate, the delegation be scheduled to appear at the next available meeting. The number of presentations at a Board meeting may be limited to ensure that timelines are adhered to and the meeting is not overwhelmed by lengthy presentations.

Delegation Protocol

- (a) Time Limits:
Unless otherwise directed by the Chair, a delegation shall be limited to 10 minutes to make his or her presentation to the Regional Board, but may be asked to take additional time to respond to questions.
- (b) Opportunity for Questions:
Upon being recognised, a board member may direct questions to a delegate or to administration, but at no time shall a board member, a delegation or administration enter into a debate during the delegation section of the agenda.

(c) Forms of Address:

Persons or delegations addressing the board shall:

- (1) state their name and the purpose of their presentation;
- (2) address the Chair as "Chair <.....>";
- (3) Not address the Regional Board or staff directly, but address all comments to the Chair;²
- (4) refer to Directors as "Director <.....>".

Petitions

- (a) Any person wishing to present a petition at a regular meeting shall inform the Corporate Officer of the:
 - (i) subject of the petition; and,
 - (ii) name and address of each person who has signed the petition;

Board Initiated Presentations

Where the Board has invited an individual or group to make a presentation to the Board on a matter in which the Board has an interest, there shall be:

- (a) No set time limit. Presenters will be requested to limit their presentation as much as possible to ensure the efficiency of the Board meeting.
- (b) No limit on the number of presentations. Staff will strive to ensure that meetings are not overwhelmed by a large number of lengthy presentations.

General Guidelines

- (a) A delegation shall not be received unscheduled at a meeting unless the Regional Board passes a resolution by a 2/3 vote to hear from that delegation at that time.
- (b) A delegation shall only be scheduled at a meeting to address issues otherwise already scheduled on that agenda for decision by the Board.³
- (c) At no time will a delegation be allowed for the purpose of promoting an individual business.
- (d) At no time will a delegation be allowed for the purpose of discussing a matter to be dealt with as a grievance under a collective agreement.
- (e) The Policy does not apply to public hearings conducted by the Regional Board, pursuant to the *Local Government Act*.¹
- (f) At the Board's discretion, a delegation may be allowed to appear before the Board to provide information regarding a bylaw for which a Public Hearing has been held, or where a Public Hearing is required under an enactment as a prerequisite to the adoption of the bylaw.¹
- (g) Requests dealing with a matter that is outside the jurisdiction of the Regional District of Okanagan-Similkameen shall be refused.