

**REGIONAL DISTRICT OF CENTRAL OKANAGAN**  
**POLICY AND PROCEDURES MANUAL**

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<b>Chapter:</b>	<b>2</b>	<b>CORPORATE SERVICES</b>	<b>Policy Resolution No: 31/10</b>
<b>Section:</b>	<b>2.39</b>	<b>Delegation/Presentation Policy</b>	<b>Page: 239</b> <b>Resolution Date: Feb.11, 2010</b>

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## **2.39 Delegation/Presentation Policy**

### **Resolution #31/10**

THAT the Regional Board adopt the *Delegation/Presentation Policy* for delegations and/or presentations appearing before the Board and Board Committee meetings.

#### **1. SCOPE**

This Policy applies to all requests to appear as a delegation and/or presentations to the Board or Board Committees.

#### **2. REASON FOR POLICY**

To provide direction in the handling of requests to appear as a delegation and/or presentations to the Regional Board or Board Committee.

#### **3. AUTHORITY TO ACT**

3.1 The Chair and/or Corporate Officer or designate is granted the authority to screen and, if deemed appropriate, deny a request to appear as a delegation if:

- (1) the issue is not within the mandate or jurisdiction of the Regional District Board; or
- (2) if a delegation has addressed the Board on a particular issue and no new significant information is being provided.

3.2 When a delegation is denied the opportunity to present based on 3.1, the Chair and/or Corporate Officer or designate will inform the Regional Board and provide the reasons why the delegation was denied.

3.3 The Chairperson and/or Corporate Officer, or designate are granted the authority to review and approve delegation requests and determine on which Board or committee agenda the delegation is to be placed.

#### **4. POLICY**

Requests to appear before the Regional Board and Board Committee shall be dealt with in the following manner:

- 4.1 Delegations must notify the Corporate Officer or designate no later than two (2) weeks prior to the Regional Board and/or Board Committee meetings in writing utilizing the Delegation Request Form (*Appendix 1*).
- 4.2 Delegations will be limited to (2) two per meeting.
- 4.3 Delegations are limited to a maximum of (10) ten minutes unless agreed to by unanimous consent of the members of the Regional Board or Board Committee.
- 4.4 Organizations wishing to address the Regional Board or Board Committee are limited to a maximum of ten (10) minutes regardless of the number of representatives of the group wishing to speak.
- 4.5 Individuals speaking on behalf of an organization ie: community group, resident's association, not-for-profit organization, etc. must identify their authority to speak on behalf of the organization and provide the name(s) of the person(s) who have provided the authority.
- 4.6 Delegations are not to appear for the sole purpose of promoting an individual business.
- 4.7 Delegations that have previously appeared before the Regional Board or Board Committee on a subject matter will not be allowed to present again unless new information is provided relating to the matter.
- 4.8 An owner or applicant, or their representative, whose Land Use development application has received a negative recommendation by staff, shall be provided an opportunity to make a presentation limited to five (5) minutes, to the Board prior to the Board's consideration of the application.
- 4.9 The Board shall not permit a delegation to address a meeting of the Regional Board regarding a bylaw in respect to 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.
- 4.10 Every petition presented to Regional Board shall include the name of the petitioner and the petitioner's address. In the case of a corporation, the authority given by the corporation to sign the petition shall be produced in connection therewith. The notice of petition shall name a spokesperson for the delegation, and shall indicate the purpose for which it is desired to appear.
- 4.11 The Board shall not permit a delegation to address a meeting of the Board regarding a matter to be dealt with as a grievance under a Collective Agreement.
- 4.12 A timing/lighting device will be used to monitor delegation(s) allotted time.

## **5. PROCEDURE**

- 5.1 The following procedure will be followed for all requests to appear as a delegation before the Regional Board or Board Committee:
  - (1) Written requests will be directed to the Corporate Officer or designate.
  - (2) The Corporate Officer or designate will review the request and direct to the appropriate meeting.

- (3) The delegate will be notified of the decision.
- (4) Delegations approved to appear before the Regional Board or Board Committee will be:
  - a) notified of the scheduled time and date of the delegation.
  - b) requested to forward any supporting documentation for publication in the Agenda no later than the Tuesday of the week prior to the Board or Committee meeting at which they will be appearing.
- (5) Delegations denied the opportunity to appear before the Board or Committee will be:
  - a) offered the opportunity to provide written information for distribution to the Regional Board or Board Committee.
  - b) informed of their right to appeal the decision to the Chair of the Board/Committee.
  - c) When delegations are denied the right to appear, the Regional Board will be informed of the request and the reasons why the request was denied.

## **6. INVITED PRESENTATIONS**

- 6.1 The Board or Board Chair may invite a person, persons, or organization to make a presentation to the Board. The Corporate Officer, or designate, shall include the subject of the presentation and the designated speaker on the meeting agenda.
- 6.2 Presentations will be limited to no more than (2) two per meeting except in the instance where two delegations are scheduled, then presentations will be limited to one per meeting.
- 6.3 Presentations are limited to a maximum of (15) fifteen minutes with a question and answer period, unless agreed to by 2/3 majority of the members of the Regional Board or Board Committee.
- 6.4 Annual presentations to the Board or Board Committee shall include: ie: Okanagan Basin Water Board, Sterile Insect Release, Economic Development Commission, SPCA (Kelowna).  
  
Other presentations may include staff from provincial government agencies on specific topics of interest to the Regional District.; or consultants who have been contracted to complete specific work for the Regional District.
- 6.5 The Corporate Officer, or designate, shall notify the presenters of the date, time and place of the meeting at which the presentation is scheduled and request supporting documentation for publication in the agenda.

## **7. PUBLIC INPUT DURING MEETINGS**

- 7.1 Public input may be permitted at a Regional Board or Board Committee meeting on an agenda item to a maximum of five (5) minutes per person, group, organization, body or delegation, if agreed to by 2/3 majority of the members of the Regional Board or Board Committee. Public input is not permitted on any items not on the Regional Board or Board Committee agenda.

- 7.2 A person, other than a Board member or an officer or employee of the Regional District, shall only address the Regional Board or Board Committee during a meeting:
- a) if that person is providing a report or presentation that has been scheduled to the agenda for the meeting, or
  - b) if Regional Board or Board Committee has passed a resolution to hear from that person at that time.

## **8. DELEGATION PROTOCOL**

- 8.1 Persons appearing before the Regional Board as a delegation should:
- (1) address the Chair as “Mr./Madam Chair
  - (2) address the Regional Board or staff through the Chair
  - (3) address Directors as “Director <....>”.
  - (4) address Staff either by title such as, “Chief Administrative Officer” or by name such as, “Mr. Brown”.
9. This policy may be varied as per RDCO Procedural Bylaw or the Regional Board.



## DELEGATION REQUEST FORM

<b>Name of person or group wishing to appear:</b>	
<b>Subject of presentation:</b>	
<b>Purpose of presentation:</b>	
<input type="checkbox"/>	Information only
<input type="checkbox"/>	Requesting a letter of support
<input type="checkbox"/>	Requesting funding
<input type="checkbox"/>	Other (provide details)
<b>Contact person (if different than above):</b> _____	
<b>Telephone number:</b> _____	<b>Email address:</b> _____
<b>Meeting and date requested:</b> _____	
<i><b>You are required to provide supporting documentation to be published in the agenda (no later than the Tuesday of the week prior to the meeting)</b></i>	
<b>Technical requirements:</b>	
Will you be using a Power Point presentation	<input type="checkbox"/> Yes
<b>If yes</b> , you are required to submit prior to the meeting or bring the presentation on a memory stick.	
If your software requirements are not compatible with the Regional District's you will be unable to use an electronic presentation.	
<b>For more information contact:</b>	
Corporate Services 1450 K.L.O. Road Kelowna, B.C. V1W 3Z4 Telephone: (250) 979-7339 Fax: (250) 763-0606 <a href="http://www.regionaldistrict.com">www.regionaldistrict.com</a>	

**To facilitate constructive and effective public engagement, the following information is provided:**

1. A ten-minute time limit is necessary regardless of how many people will speak. Try to leave time for questions.
2. Name of person &/or group and subject will be published in agenda (available to public and on internet)
3. If your material is not published in agenda, bring sufficient handouts for the Board (15 copies minimum). The RDCO will not provide reproduction services.
4. Direct your presentation to the Regional Board or Board Committee.
5. Use the microphone provided.
6. Participate with integrity. A collaborative and respectful approach is appreciated.
7. Be concise.
8. Do not expect an immediate answer – your issue may be referred to staff for more information or to another meeting for further consideration.
9. Delegations regarding any aspect of an Official Community Plan or a Zoning application are prohibited between the conclusion of Public Hearing and Adoption of the Bylaw.
10. Your presentation may not be on date requested due to prior commitments or staff resources. Your delegation is not confirmed until you are contacted by RDCO staff to confirm your place on the agenda.

**Helpful Suggestions:**

Arrive in advance of the meeting start time as delegations are heard as one of the first items of business.  
Turn off cell phones and pagers.  
Be prepared.  
Have purpose.  
Support your position with facts.  
Consider the big picture, as many issues are inter-related and shouldn't be considered in isolation.  
State your request, if any.  
Provide the Recording Secretary with any relevant notes if not handed out or published in the agenda.

I understand and agree to these rules for delegations:

\_\_\_\_\_ Name of Delegate/Representative of Group

\_\_\_\_\_ Date \_\_\_\_\_ Signature

**For Office Use Only**

**Approved**

**Declined**

**Other**

By (signature): \_\_\_\_\_

Appearance date (if applicable): \_\_\_\_\_

Applicant informed of decision on (date): \_\_\_\_\_

By (signature): \_\_\_\_\_ Date: \_\_\_\_\_