



REGIONAL DISTRICT OF NORTH OKANAGAN

ADMINISTRATIVE PROCEDURE ADM-003

DELEGATIONS AND PRESENTATIONS	
Administrator Approval Date:	August 3, 2012
Amendment Date(s):	

1. SCOPE

This administrative procedure applies to all requests to appear as a delegation and / or make a presentation to the Board of Directors (Board) or Board Committees (Committees).

2. PURPOSE of PROCEDURE

To provide direction in the handling of requests to appear as a delegation and / or make a presentation to the Board or Committees.

3. AUTHORITY TO ACT

- 3.1 The Chair 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 placed.
 - 3.2 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 Board or Committee; or
 - (2) if a delegation has previously addressed the Board or Committee on a particular issue and no new significant information is being provided.
 - 3.3 When a delegation is denied the opportunity to present based on 3.2, the Chair and / or Corporate Officer or designate shall inform the Board or Committee and provide the reasons why the delegation was denied.
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4. POLICY

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

- 4.1 Delegations shall notify the Corporate Officer or designate no less than two (2) weeks prior to the Board and / or Committee meetings in writing utilizing the Delegation Request Form (*Appendix 1*) or online form.
- 4.2 Delegations shall be limited to three (3) per meeting.
- 4.3 Delegations are limited to a maximum of ten (10) minutes unless agreed to by unanimous consent of the members of the Board or Committee.
- 4.4 Organizations wishing to address the Board or 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 (i.e. community group, residents' association, not-for-profit organization, etc.) shall 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 shall not appear for the sole purpose of promoting an individual business.
- 4.7 Delegations that have previously appeared before the Board or Committee on a subject matter shall 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 is being considered by the Board or Committee, shall be provided an opportunity to make a presentation limited to ten (10) minutes, prior to consideration. (i.e. Notice on Title, Agricultural Land Reserve)
- 4.9 A delegation shall not address a meeting of the Board regarding a bylaw in respect of which a Public Hearing has been held, or where a Public Hearing is required to be held under an enactment as prerequisite to the adoption of a bylaw.
- 4.11 A delegation shall not address a meeting of the Board or Committee regarding a matter to be dealt with as a grievance under a Collective Agreement.
- 4.10 A delegation that is presenting a petition to the Board or Committee shall include the name of the petitioner and the petitioners 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.

5. PROCEDURE

5.1 The following procedure shall be followed for all requests to appear as a delegation before the Board or Committee:

- (1) Written requests shall be directed to the Corporate Officer or designate.
- (2) The Corporate Officer or designate shall review the request and direct the delegation to the appropriate meeting.
- (3) The delegation shall be notified of the decision.
- (4) Delegations approved to appear before the Board or Committee shall be:
 - a) notified of the date, time and place of the meeting at which the presentation is scheduled and request supporting documentation for publication in the agenda.
 - 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 shall be appearing.
- (5) Delegations who are denied the opportunity to appear before the Board or Committee shall be:
 - a) offered the opportunity to provide written information for distribution to the Board or Committee,
 - b) informed of their right to appeal the decision to the Chair or the Board or Committee, and
 - c) when delegations are denied the right to appear, the Board or Committee shall 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 shall be limited to a maximum of two (2) per meeting except in the instance where two delegations are already scheduled, in which case the presentations shall be limited to one (1) per meeting.

6.3 Presentations are limited to a maximum of twenty (20) minutes with a question and answer period at the completion of the presentation, unless a longer presentation time has been agreed to by the Corporate Officer, Chair or designate.

6.4 Annual presentations to the Board or Committee shall include:

- Okanagan Basin Water Board (OBWB)
- Sterile Insect Release (SIR)

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.

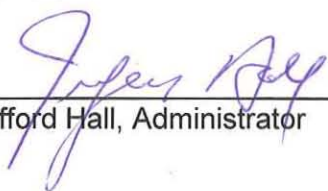
7. DELEGATION PROTOCOL

7.1 Persons appearing as a delegation before the Board shall move to the lectern and address:

- (1) the Chair as "Mr./Madam Chair"
- (2) the Board or staff through the Chair
- (3) the Directors as "Director [name]"

This administrative procedure may be varied as per the RDNO Procedures Bylaw or the Board.

Approved:



Trafford Hall, Administrator