

CENTRAL COAST REGIONAL DISTRICT
POLICIES

A-37 – Delegation and Public Input Period Policy

Preamble: Community input on the Central Coast Region District is valuable. The Board of Directors updated the Procedure Bylaw (No. 519) to include a delegation and public input period. The purpose of this is to afford an opportunity for the public to provide comment on an agenda item or a topic of other interest to the CCRD before the Board of Directors. This policy is to provide a guideline for residents, CCRD staff, and the Board of Directors on delegations and public input period participants.

Policy: This policy includes the following provisions for resident engagement with the Board of Directors at a board meeting. Residents may attend meetings virtually or in person.

Disclaimer: By participating in the delegation or public input period as a participant, participants acknowledge and understand that the meeting at which they wish to speak is a public meeting. By speaking at these meetings, participants are consenting to the disclosure of any personal information made evident through their speech or presentation materials. Personal information may include participants' image, name, address, and personal opinions. Individuals presenting to the Board are requested to respect third-party information by not disclosing others' personal information without their consent. Participants are also asserting that the presentation is compliant with the Federal Copyright Act and grant the CCRD license to publish these materials.

Delegations:

A delegation is a member of the public or an organization that wishes to present to the Board. Delegations have a period of up to 15 minutes to present with the following provisions:

Delegation - Pre-Board Meeting:

- The maximum individual delegations that may speak at a board meeting is four (4) unless agreed to by unanimous vote by the Board.
- If individual(s) or organizations have presented on a topic already within the last six (6) months during a delegation period, they cannot present again on the same topic. They will be asked to submit written correspondence to the Board instead or to participate in the Public Input Period. If the delegation request is denied, individual(s) or organizations who wish to challenge the decision may submit their case in writing to be decided on by the Board. If the challenge is successful, they will be scheduled as a delegation at the following board meeting.

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- To participate as a delegation, the individual(s) must provide written application on a form prescribed by the person responsible for corporate administration no later than 4:00 PM seven days prior to the meeting.
- Delegates will receive a confirmation email from Central Coast Regional District staff confirming their delegation attendance, and providing them with additional information (time, log-in/in person attendance information, etc.).
- Delegates may only speak on items pertaining to the current agenda. However, delegates may request to speak on alternate topics and the person responsible for corporate administration may allow or deny these requests. If the delegation request is denied, an individual who wishes to challenge the decision may submit their case in writing to be decided on by the Board. If the challenge is successful, they will be scheduled as a delegation at the following board meeting.
- The Board must not permit a delegation to address a meeting of the Board regarding a bylaw in respect of which a public hearing has been held, where the public hearing is required under an enactment as a prerequisite to the adoption of the bylaw.
- The person responsible for corporate administration may schedule delegations to another Board meeting (including Committee of the Whole) or Advisory Body as deemed appropriate according to the subject matter of the delegation.
- Individuals invited to speak to the Board by the CCRD (e.g., the auditor) will not be considered a delegation, and will be asked to speak when the applicable agenda item is called. There will be no time limit for these presentations.
- The person responsible for corporate administration or their designate may elect not to place a delegation on the agenda if:
 - The issue is not considered to fall within the jurisdiction of the Board.
 - Where the subject matter of a delegation has previously been dealt with in the form of a delegation, the person in charge of corporate administration or their designate may advise the delegation of such apparent duplication and/or repetition and refuse such delegation.
 - The matter can be dealt with by way of written correspondence and placed on the Board Agenda or public input period.

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- Individual(s) are restricted to one delegation per-person at a single board meeting. Should the individual(s) like to speak on additional topics, the individual(s) may speak during the public input period or request to appear as a delegate again at the following Board meeting. These requests will be decided by the person responsible for corporate administration. Delegation spots cannot be guaranteed; however, staff will notify individual(s) regardless of if they receive a delegation spot.

Delegation - During the Board Meeting:

1. All delegates are encouraged to arrive (virtually or in-person) at 9:00AM the day of the Board meeting unless otherwise specified by CCRD staff.
2. All delegations have 15 minutes (unless modified) to address the Board. Delegations are encouraged to leave some time at the end of their presentation for any questions or discussion from Directors. The delegation time may be extended if agreed to by unanimous vote of the Directors present. If the delegation finishes before their 15 minutes is complete and the Board has no questions, the Chair may end that delegation early and move onto the next delegation and/or Agenda item.
3. The Chair may end any delegation if, in the Chair's opinion, the spokesperson or any member of the delegation:
 - Uses offensive words in referring to any Director or member of the public;
 - Shouts, immoderately raises their voice, or uses profane, vulgar or offensive language, gestures or signs; or
 - Addresses issues not contained within the written application of the individual or delegation.

Public Input Period:

The Public Input Period is to provide residents a period of two (2) minutes to address the Board. Participants do not need to register for public input period.

1. All residents wishing to speak during the public input period are encouraged to arrive (virtually or in-person) at 9:00AM to participate.
2. If a registration system is developed, then those registered to speak will be call upon first. All remaining individuals who were not registered will be called upon afterwards.

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3. Participants will have two (2) minutes to discuss their topic. Individuals seeking more time will be encouraged to submit written correspondence to the Board for review. The two (2) minute public input period will not be extended.
4. Participants may have a maximum of one (1) public input opportunity per Board meeting.
5. Within the public input period, each Director may ask one clarifying and one follow-up question. Directors shall not debate topics with participants and shall refrain from lengthy preambles. Directors are not obligated to engage or ask questions to participants during the public input period. Nor are the Directors to answer questions posed by speakers. The sessions are primarily for receiving feedback.
6. The Chair may end a public input period if, in the Chair's opinion, the spokesperson or any member of the delegation:
 - Uses offensive words in referring to any Director or member of the public;
 - Shouts, immoderately raises their voice, or uses profane, vulgar or offensive language, gestures or signs; or
 - Addresses issues not contained within the written application of the individual or delegation.
7. Public input period is limited to ten (10) individual speakers. If more speakers would like to participate, the Board can extend this number by multiples of fives through a unanimous vote of the Directors present.

Adopted: July 23, 2023

Resolution: 23-07-08