

# CENTRAL COAST REGIONAL DISTRICT POLICIES

---

## A-37 – Delegation and Public Input Period Policy

**Preamble:** Community input on the Central Coast Regional District is valuable. The Board of Directors Procedure Bylaw includes 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 matters within the CCRD's jurisdiction. 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.

### **PART I - 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:

1. The maximum number of individual delegations that may speak at a board meeting is three (3).
2. If individual(s) or organizations have presented within the last six (6) months during a delegation period, they cannot present. 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 must do so in writing to the Chief Administrative Officer. If the Chief Administrative Officer is unable to hear the appeal, the appeal will be submitted to the Chair for consideration.

## CENTRAL COAST REGIONAL DISTRICT POLICIES

---

3. If the challenge is successful, they will be scheduled as a delegation at the following board meeting.
4. To participate as a delegation, individuals or organizations must submit a completed application form, as prescribed by the person responsible for corporate administration, no later than 4:00 PM seven days prior to the meeting. The application must include:
  - a. A list of topics and key points to be presented;
  - b. Any specific decisions or actions being requested of the Board;
  - c. Copies of all presentation materials, which must be submitted with the application;
  - d. Agreement to follow the directions of the Chair during the meeting;
  - e. Acknowledgement that individuals or organizations may only present as a delegation once every 6 months;
  - f. Acknowledgment and consent to abide by the CCRD's respectful conduct requirements for all public input and delegation participants.
5. Delegations 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.).
6. Delegations and public input period speakers may only speak on items pertaining to the subject matter of the current agenda or within the jurisdiction of the Central Coast Regional District.
7. If the delegation wishes to appeal the decision of the person responsible for corporate administration, they must do so in writing to the Chief Administrative Officer. If the Chief Administrative Officer is unable to hear the appeal, the appeal will be submitted to the Chair for consideration.
8. The Board must not permit a delegation or public input period applicant 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.
9. 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.
10. The person responsible for corporate administration may refer delegations to the public input period in a particular meeting if their subject matter is brief, informational rather than decision-oriented, or exceeds the allowable limit of three (3) delegations per meeting.

# CENTRAL COAST REGIONAL DISTRICT POLICIES

---

11. 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.
12. The person responsible for corporate administration or their designate may elect not to place a delegation on the agenda if:
  - a. The issue is not considered to fall within the jurisdiction of the Board.
  - b. Where the subject matter of a delegation has previously been dealt with in the form of a delegation, the person responsible for corporate administration or their designate may advise the delegation of such apparent duplication and/or repetition and refuse such delegation.
  - c. The matter can be dealt with by way of written correspondence and placed on the Board Agenda or public input period.
  - d. If there are multiple delegation requests concerning the same topic, the person responsible for corporate administration or their designate may limit the number of speakers permitted to address the Board. Delegations on the same topic are encouraged to designate a spokesperson to represent their collective views.
13. 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) will be asked to submit written correspondence to the Board instead or to participate in the Public Input Period. 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.

## **PART II - BOARD MEETING CONDUCT:**

1. All delegates are encouraged to arrive (virtually is preferred for accessibility purposes) 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. All delegation and public input period participants must adhere to CCRD's respectful conduct requirements, including:

## CENTRAL COAST REGIONAL DISTRICT POLICIES

---

- a. Refraining from using offensive, profane, or disrespectful language, shouting or gestures;
  - b. Addressing issues contained within the written application of the individual or delegation;
  - c. Avoiding behavior intended to disrupt the meeting's order or intimidate, humiliate, or demean any Board Member, staff member, or member of the public;
  - d. Presenting input in a constructive manner. Delegation or public input sessions are opportunities to provide input or make presentations to the Board: they are not a question-and-answer sessions.
  - e. Addressing comments and presentations directly to the Board and refraining from engaging with or soliciting responses from members of the gallery. Participants must not distribute materials, pamphlets, or other items to the gallery during the session.
  - f. Complying with all procedural directions provided by the Chair.
4. The Chair has the authority to terminate any presentation or public input if, in the Chair's opinion, the presenter fails to comply with conduct requirements of the CCRD Procedure Bylaw. The Chair may issue a warning before termination.

### **PART III - PUBLIC INPUT PERIOD:**

The Public Input Period is to provide residents a period of two (2) minutes to address the Board. Participants must register for the public input period.

1. Individuals wishing to participate in the Public Input Period must pre-register by submitting a brief description of their intended topic no later than 4:00 PM seven days prior to the meeting.
2. If approved, each speaker is allotted a maximum of two (2) minutes to address the Board on agenda-related topics or matters that fall within the jurisdiction of the Board. For clarity, the relevance requirements; the person responsible for corporate administration's discretion to decline applications and appeals of decisions of the decision of the person responsible for corporate administration established in Part I – Delegations also apply to this Part.
3. Participants will have two (2) minutes to discuss their topics in accordance with this policy. 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.

CENTRAL COAST REGIONAL DISTRICT  
POLICIES

---

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 for receiving feedback.
6. The Chair may end a public input period if, in the Chair's opinion, the public input period speaker:
  - Uses offensive words in referring to any Director or member of the public;
  - Contravenes requirements established by the CCRD Procedure Bylaw, as amended from time to time;
  - 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 five (5) individual speakers. If more speakers would like to participate, the person responsible for corporate administration may ask the applicant to submit written correspondence to the Board, or refer the applicants to a later meeting of the Board of Directors.

**Adopted:** July 23, 2023

Amended: \_\_\_\_\_,

**Resolution:** 23-07-08

Resolution: