
Title: Board Meeting Delegation Policy

Resolution #: 74/14

Approval: Board of Directors

Program Area: Corporate Services

Issue Date: October 16, 2014

Date of Last Revision:

Policy Statement:

It is the policy of the Board of Directors to make available to the public an avenue of communication by which to address the Otonabee Region Conservation Authority on matters within the Authority's mandate of operations.

Application:

Generally, the Board will hear no more than three (3) delegations during a meeting. Where an extraordinary number of delegations request presentation to the Board, the Chairman may call a special meeting of the Board of Directors.

Procedures:

Delegations wishing to speak to the Board about an item on the Board agenda must submit a request to the CAO/Secretary-Treasurer by 4:30 p.m. on the Monday prior to the scheduled Board meeting. The request must specify the agenda item to be discussed, number of delegates and any other pertinent information.

Delegations wishing to make a presentation for an item not on the Board agenda must submit the request to the CAO/Secretary-Treasurer fourteen (14) days prior to the scheduled Board meeting. The request must specify the item to be discussed, the number of delegates and any other pertinent information.

The Authority is committed to providing accessible customer service. If an alternative to a written request is required, Authority staff will provide assistance to the delegation. Please refer to the Authority's Accessible Customer Service Policy located on our website.

Delegations wishing to use presentation materials (i.e. PowerPoint) or to provide a written submission to support their presentation must provide these materials at the time they make the request to the CAO/Secretary-Treasurer.

Delegation requests will be recorded by date and time upon receipt at the ORCA office.

The CAO/Secretary-Treasurer will acknowledge the delegation request by notifying the contact person in writing. Notification will include the date, time and location at which the delegation will be received.

The delegation will be given 10 minutes to speak to the item or ask questions.

Members of the Board of Directors may ask questions of the speaker(s) for up to 15 minutes. The Chair, if satisfied that all points have been clarified, may bring the presentation to a close.

Any action arising from the delegation will be communicated in writing to the contact person.

Delegations that wish to discuss any other item of business not on the agenda can be heard if approved by the majority vote of the Board.