



DIRECTION FOR DELEGATIONS

Members of the public are welcome to address the Board or its standing committees. If you wish to appear before a meeting, please note Part 4 of the *Board Procedure Bylaw No. 479, 2013* below:

Attendance of Public Meetings

- 4.1 Unless a meeting or part of a meeting is authorized to be closed to the public by the *Local Government Act* and *Community Charter*, all meetings must be open to the public.
- 4.2 Before closing a Board meeting or part of a Board meeting to the public, the Board must pass a resolution in a public meeting in accordance with the *Community Charter*.
- 4.5 This section applies to meetings of the bodies referred to in the *Community Charter*, including without limitation:
 - (a) Committee of the Whole
 - (b) Standing and select committees
 - (c) Board of Variance
 - (d) Parcel tax review panel
 - (e) An advisory committee, commission, or other advisory body established by the Board.

Registered Delegations

- 4.7 A delegation wishing to appear before the Board or Committee shall advise the office of the Corporate Officer **no later than seven (7) days before the scheduled Board or Committee meeting**. The request must be in writing, stipulate the subject on which the delegation wishes to speak, and include contact information for the representative of the delegation. Requests may be submitted in person or by mail, fax or e-mail.
- 4.8 The delegation representative will be asked to **submit a written report on the subject of the delegation** and stating any requests being made of the Board and any recommended Board resolutions to the Office of the Corporate Officer no later than seven (7) days before the Board meeting.
- 4.9 The name and subject of registered delegations will be included on the meeting agenda and any written material provided in advance by the delegation will be included with the agenda.
- 4.10 Where the report requested under section 4.8 has not been received as requested, the delegation may address the meeting if approved by the majority of the members present.

- 4.11 When preparing the agenda, the Chair and Corporate Officer will consider the delegation reports received as per section 4.7 and 4.8 and allocate time on the agenda at the discretion of the Chair. The time allocated per delegation will be noted on the agenda and the delegation so notified prior to publication. *(BL479.6 May/17)*
- 4.12 Where the subject matter of the delegation is within the mandate of a committee, the delegation may be requested to appear before the applicable committee before addressing the Board provided the matter is not urgent. Where the subject of a delegation has been referred to a committee, the Board will not resolve the matter until it receives minutes or a report pertaining to the matter from the applicable committee or staff.

Unregistered Delegations and Inquiries

- 4.13 After hearing registered delegations, the Chair, with the agreement of the majority of other members, will grant individuals or groups not listed on the agenda an opportunity to address the Board or Committee. After establishing how many such delegations are present, the Chair will allot such time to each as considered appropriate. By majority vote, the Board or Committee can extend the time allotment. *(BL479.6 May/17)*
- 4.14 Where a written report has not been received by the Office of the Corporate Officer as described in section 4.8, an individual or delegation may address the meeting if approved by the majority of the members present.
- 4.15 The Chair 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 pre-requisite to the adoption of the bylaw.
- 4.16 The Corporate Officer may schedule delegations to another meeting or advisory body as deemed appropriate according to the subject matter of the delegation.

If you wish to be a delegation, please contact:

Michelle Jones, Manager of Administrative Services (Corporate Officer)
#202 – 4675 Marine Avenue
Powell River, BC V8A 2L2
Phone: 604-485-2260 Fax: 604-485-2216
Email: mjones@qathet.ca

Please note that the Manager of Administrative Services reserves the right to defer a delegation to the next available meeting if the request and information is not received seven (7) days in advance.