

COUNCIL POLICY

DELEGATIONS AND PRESENTERS

1. PURPOSE

This policy provides guidelines and requirements for the submission, approval and protocol for delegations and other persons invited by the District of North Cowichan to make a presentation regarding an issue or concern that is important to them or the community.

2. SCOPE

This policy applies to all requests for delegations and invited speakers (presenters) to a Council, Committee of the Whole and/or a Committee meeting, including meetings that are closed to the public.

3. DEFINITIONS

The definitions for **Acting Mayor, Agenda, Agenda Package, Chief Administrative Officer, Committee, Committee of the Whole, Corporate Officer, Council, Council Body, Council Member, Delegation, District, Electronic Means, In-Camera Meeting, Mayor, Member, Minutes, Presenter, Presiding Member, Public and Statutory Hearing Meeting, Regular Meeting, Resolution, and Staff Liaison** shall have the same meaning as defined in Council and Committee Procedures Bylaw No. 3945, 2024.

4. POLICY

4.1. Roles and Responsibilities

- 4.1.1. The **Corporate Officer**, in consultation with the **Presiding Member** and/or the **Chief Administrative Officer**, is responsible for the review and approval of all **Delegations** in accordance with the provisions set out in Council and Committee Procedures Bylaw No. 3945, 2024, and this policy.
- 4.1.2. The Legislative Services department, under the management of the **Corporate Officer**, supports the administrative coordination of all **Delegations** and **Presenters**.
- 4.1.3. The **Presiding Member** is responsible for maintaining order and decorum throughout the meeting, including enforcing **Delegation** provisions (e.g., speaker limits, directing comments to the Presiding Member) and protocol as set out in Council and Committee Procedures Bylaw No. 3945, 2024, and this policy.

4.2. Inviting a Guest to Present at a Meeting

- 4.2.1. Prior to inviting a person or organization to be a **Presenter** (e.g., Auditors, RCMP, a consultant contracted by the **District**) at a **Council Body** meeting, **District** staff must obtain approval from the **Corporate Officer** that there is

adequate space on the **Agenda** for the presentation.

- 4.2.2. Once the **Corporate Officer** has confirmed that there is adequate space, **District** staff must then provide the **Corporate Officer** with the names of all persons that will be attending the meeting, including their contact information (e.g., email address, phone number), so that Legislative Services may follow up directly with the **Presenter(s)** to advise them on meeting procedures and confirm any audiovisual equipment needs.
- 4.2.3. **Presenters** shall be placed in the order stipulated in section 4.2.3 of Agendas and Minutes Policy.

4.3. Prior to Submitting a Request to be a Delegation

- 4.3.1. Before a person or organization (the “applicant”) submits a request to be a **Delegation**, they should first speak to **District** staff to address their concerns, as staff may be able to help resolve the issue without them having to go through the formal process of appearing as a **Delegation**. Staff can also advise the applicant on what steps to take to address their concerns.
- 4.3.2. If **District** staff are unable to satisfy the applicant’s concern, the applicant will be directed to the **Corporate Officer** who will determine whether their concern is best addressed by one of the **Committees**, the **Committee of the Whole** or by **Council**.

4.4. Submitting a Request to be a Delegation

- 4.4.1. A **Delegation** may attend a **Council Body** meeting to make a presentation, request an action, provide an update on projects or discuss issues not currently under consideration through an active input process. Items for discussion must be of municipal interest or concern.
- 4.4.2. **Delegations** can appear as an individual or a group.
- 4.4.3. In order to appear as a **Delegation**, the person or organization must complete the “Delegation Application” request form available on the **District’s** website or request assistance from Legislative Services staff to submit their request at legislativeservices@northcowichan.ca. The request form must be received by noon at least seven (7) business days before the meeting the **Delegation** wishes to appear at. The **Delegation** request must include the following details:
 - (1) the date of the meeting the **Delegation** wishes to appear;
 - (2) the purpose of the presentation;
 - (3) the contact information for all persons (including their title, if applicable) who will be speaking as part of the **Delegation**;
 - (4) the specific action (**Resolution**) being requested of **Council** or the **Committee**;
 - (5) an executive summary of the presentation; and,
 - (6) confirmation of any PowerPoint presentations or handouts to be provided

during the **Delegation's** address to the **Council Body**.

- 4.4.4. Legislative Services will confirm receipt of a **Delegation** request as soon as practicable, and upon review and approval of the request will tentatively schedule the **Delegation** on the first available (or requested) **Council Body** meeting **Agenda**, as deemed appropriate, unless the **Delegation** has requested to address the **Council Body** at a future **Regular Meeting**.

4.5. Process for Responding to a Request to be a Delegation

- 4.5.1. The **Corporate Officer** shall review all requests to be a **Delegation** within 24 hours (excluding statutory holidays and weekends) of receipt to determine if the application should be:
- (1) rejected in accordance with section 7.1 of Council and Committee Procedures Bylaw No. 3945, 2024;
 - (2) forwarded to the **Chief Administrative Officer** for their input on matters that in the **Corporate Officer's** opinion should be referred to a specific department for matters that impact the operation of that department;
 - (3) forwarded to the **Mayor** for consideration of referring the application to a specific department for response or a **Committee** for feedback and recommendation prior to **Council** considering the request; or,
 - (4) forwarded to the **Mayor** for authorization to include on an upcoming **Council Body Agenda**.
- 4.5.2. The **Mayor** and/or the **Chief Administrative Officer** shall respond to the **Corporate Officer** within 24 hours (excluding statutory holidays and weekends) of receipt of the email from the **Corporate Officer** to advise on proceeding with the request to be a **Delegation**.
- 4.5.3. Once the **Delegation** has been approved, Legislative Services staff will confirm the date and time of the meeting that the **Delegation** is scheduled to attend and shall advise the **Delegation** on meeting procedures and confirm any audiovisual equipment needs.
- 4.5.4. If a request to be a **Delegation** is rejected under subsection 4.5.1(1) above, the **Corporate Officer** shall notify the applicant within 24 hours (excluding statutory holidays and weekends) of making their decision and provide the applicant with an explanation for the rejection.
- 4.5.5. If the applicant wishes to have **Council** reconsider the **Corporate Officer's** decision, the applicant must, within 30 days of the decision having been communicated to them, make an application in writing to the **Corporate Officer** at legislativeservices@northcowichan.ca, and include the following:
- (1) a description of the decision sought to be reconsidered by **Council**;
 - (2) the date the decision was communicated; and,
 - (3) the grounds on which reconsideration is being requested.
- 4.5.6. The **Corporate Officer** will determine the speaking order of **Delegations** based

upon receipt of application or importance.

- 4.5.7. If the **Corporate Officer** receives a request for reconsideration under subsection 4.5.5 above, the **Corporate Officer** shall place the request, along with the reason for rejection, a copy of the Delegation Application and any materials submitted to the **Corporate Officer** with their request to be a **Delegation** on the **Public and Statutory Hearing Meeting Agenda** for **Council** reconsideration under "Reconsideration of Delegate's Decision".
- 4.5.8. **Council** may either confirm or reverse the **Corporate Officer's** decision to reject the application to be a **Delegation**. If the decision is reversed, the Delegation shall be placed on the first available (or requested) **Council Body** meeting as deemed appropriate.

4.6. Presentation Materials

- 4.6.1. The **Delegation** shall provide Legislative Services with copies of all materials (e.g., PowerPoint, handouts, booklets) at least 4 days prior to the meeting so that the presentation may be included in the **Council Body meeting Agenda Package** and form part of the public record.
- 4.6.2. A **Delegation** may only bring their presentation to the meeting on a USB drive if they have obtained prior approval from the **Corporate Officer**.
- 4.6.3. The **District** reserves the right to:
 - (1) Edit the presentation in order to address privacy concerns;
 - (2) Deny the right to use the presentation materials if the content is considered inappropriate; and,
 - (3) Deny the right to use the presentation materials if they are not received by the deadline.

4.7. Addressing a Council Body during the Meeting

- 4.7.1. Legislative Services staff will acquaint the **Delegation** with Council Chambers or the Large Committee Room (if presenting to a **Committee**), explain the procedures for the meeting, and how to use the podium microphone and wireless PowerPoint clicker, if required.
- 4.7.2. In-person **Delegations** must arrive at least 10 minutes prior to the start of the meeting in order to check in with Legislative Services staff.
- 4.7.3. A **Delegation** participating by **Electronic Means** will be allowed to share their presentation from their own device. The **Delegation** must join the meeting at least 10 minutes prior their presentation and turn their audio and video feeds on while they are addressing the **Council Body**.
- 4.7.4. The (in-person) **Delegation** will take a seat in the gallery until such time as the **Presiding Member** calls upon the **Delegation** to begin their presentation. At this time, the **Delegation** will proceed to the speaker's podium and begin their presentation.

- 4.7.5. The **Delegation** participating by **Electronic Means** will be moved from “lobby” into the meeting by **District** staff when the **Presiding Member** calls upon the **Delegation** to begin their presentation.
- 4.7.6. A **Delegation** will be provided 10 minutes for their presentation, in accordance with section 7.10 of Council and Committee Procedures Bylaw No. 3945, 2024, excluding the time taken for questions posed by the **Council Body**, unless the time limit is extended by a two-thirds vote by the **Members** present.
- 4.7.7. The protocol for a **Delegation** to address a **Council Body** is as follows:
- (1) The **Mayor** will be addressed as “Your Worship” or “Mayor <surname>”
 - (2) If the **Mayor** is not presiding at the **Council** or **Committee of the Whole** meeting, the **Acting Mayor** will be addressed as “Acting Mayor <surname>”
 - (3) Councillors presiding at a **Committee** meeting will be addressed as “Chairperson” or “Chair <surname>”
 - (4) Staff will be addressed either by their title or by name (e.g., Director of Planning and Building Services or Ms. Young)
 - (5) All comments and responses to questions (whether posed by a **Member** or staff) shall be addressed to the **Presiding Member**
- 4.7.8. The **Presiding Member** shall indicate when the presentation is complete and there are no further questions from the **Council Body**. The **Delegation** may return to their seat in the gallery to watch the remainder of the meeting. If the **Delegation** decides to leave the meeting, they must leave in a quiet and orderly manner so as not to interrupt the proceedings.
- 4.7.9. All **Delegations** and **Presenters** are expected to conduct themselves in a respectful manner and adhere to the rules for respectful behaviour stipulated under section 6 of Respectful Spaces Bylaw No. 3796, 2020.
- 4.7.10. Failure to adhere to the rules or an order from the **Presiding Member** may result in expulsion from the meeting.

4.8. Following the Presentation

- 4.8.1. **Council** may not consider the **Resolution** requested by the **Delegation** at the same meeting where the **Delegation** presented in accordance with section 7.2 of Council and Committee Procedures Bylaw No. 3945, 2024. However:
- (1) **Council** may choose to take no action in response to the presentation;
 - (2) **Council** may refer the request (with presentation) to staff or a **Committee** for feedback and recommendation in accordance with section 7.3 of Council and Committee Procedures Bylaw No. 3945, 2024;
 - (3) The **Committee of the Whole** may give direction to **District** staff or make a recommendation to **Council** to take action;
 - (4) A **Committee** may make a recommendation to **Council** to take action; or,
 - (5) The **Corporate Officer** may place the request on the next regular **Council**

Agenda under “Unfinished and Postponed Business” for consideration of the **Delegation’s Resolution by Council**.

4.8.2. If **Council** has referred the **Delegation’s** request to:

- (1) a **Committee**, the **Corporate Officer** shall review the request with the **Staff Liaison** prior to placing the request on the (applicable) **Committee’s** next meeting **Agenda** under “Business”;
- (2) **District** staff for response, the **Corporate Officer** shall assign a follow-up task to the appropriate **District** staff, including the request and all materials presented to **Council**, in order to respond directly to the **Delegation**; or,
- (3) **District** staff for recommendation, the **Corporate Officer** shall assign a follow-up task to the appropriate **District** staff to prepare a report to **Council** that includes a recommendation on what action to take (if any), alternative options (if appropriate), and any financial or staff resource implications related to the matter.

4.8.3. A **Delegation** may not address a **Council Body** on the same subject within 6 months without substantive new information being presented, unless authorized by **Council Resolution** passed by a two-thirds vote of **Council Members** present.

4.9. Attending an In-Camera Meeting

4.9.1. The **Council Body** must adopt a **Resolution** to permit the **Delegation** or **Presenter** to attend the **In-Camera Meeting** prior their admittance into the meeting.

4.9.2. The **Resolution** shall include the name and title of each person attending the **In-Camera Meeting** under subsection 4.9.1. above in the **Minutes**, including the time they joined and left the **In-Camera Meeting**.

4.9.3. The **Delegation** must keep confidential all details of the matter discussed at the **In-Camera Meeting** until the matter is publicly released by the **Council Body**.

RELATED POLICIES & PROCEDURES

- Council and Committee Procedures Bylaw No. 3945, 2024
- Respectful Spaces Bylaw No. 3796, 2020
- Agendas and Minutes Policy
- Electronic Meeting and Participation Policy
- Petitions Policy
- Quick Reference Guide: A Delegation’s Guide for Addressing Council

APPROVAL HISTORY

WRITTEN BY: Legislative Services	APPROVED BY:	DATE: Click to enter a date.
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