



**ADMINISTRATIVE SERVICES  
POLICIES and PROCEDURES**

<b>Title:</b> Delegations to the Board and Committees	
<b>Classification:</b> Administration – Board Meetings	
<b>Approval Date:</b> July 26, 1995 Re-affirmed: July 26, 2000	<b>Revision Date:</b>

**PURPOSE:**

It is recognized that public participation in local government is often realized through delegations and/or presentations to meetings of the CVRD Board and Committees. This policy establishes the guidelines concerning delegations to meetings of the Regional Board and Committees.

**POLICY:**

1. All requests to appear as a delegation at a meeting of the Regional Board or Committee must be submitted in writing and should be on the form provided by the CVRD. The application form must also be accompanied with a copy of the written presentation outlining the issues to be addressed.
2. Delegation requests for the Board must be in the office of the Secretary no later than 1:30 p.m. on Wednesday of the week prior to the Board meeting.
3. The Secretary and Administrator and/or Chairperson shall review each delegation request and determine on which Board or Committee agenda the delegation is to be placed. In the extraordinary circumstance where a request to appear as a delegation is denied, it must be with the consent of the Chairperson.
4. Each delegation shall be limited to a ten (10) minute presentation, unless a longer period is agreed to by the unanimous vote of the Board or Committee members present.
5. The number of delegations to be normally permitted at a Board Meeting is two (2); however, additional delegations may be added if necessary.
6. This policy may be varied as per CVRD Procedural Bylaw.