

OTONABEE REGION CONSERVATION AUTHORITY

POLICY ON DELEGATIONS

POLICY

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.

PROCEDURES

FOR ITEMS THAT ARE ON THE BOARD MEETING AGENDA

(posted on the Authority's website on the Thursday prior to the scheduled Board meeting at: www.otonabee.com/about)

Members of the public may speak to any item that is on the Board Meeting Agenda.

1. Notification

The delegation is encouraged to submit their request in writing or by email to the Chief Administrative Officer by 4:30 p.m. on the Monday prior to the scheduled Board Meeting. The request should include state the business to be discussed, the name and phone number of the contact person requesting permission, the names of the delegate(s) to speak and the number of delegate(s) planning to attend

2. Placement on the Agenda

Delegations will be included on the agenda under the title "Delegations" and will appear following "Correspondence". Generally, the Board will hear no more than three (3) delegations during a meeting. Delegation requests will be recorded by date and time upon receipt at the ORCA office.

Where an extraordinary number of delegations request presentation to the Board, the Chairman may call a special meeting of the Board of Directors.

The Authority will acknowledge the request of the delegation by notifying the contact person. In so doing, the contact person will receive notification regarding the date, time and location at which the delegation will be heard, or that the delegation will not be heard and the reasons explaining this decision.

3. Presentation

Member(s) of the public will be given 10 minutes to speak to the agenda item or to ask questions.

Board members may ask questions of the speaker(s) for a period no longer than fifteen (15) minutes, for the purposes of clarification. As soon as the Chair is satisfied that all points have been clarified, he/she shall close the presentation, thanking the spokesperson(s).

The Authority will acknowledge the request of the delegation by notifying the contact. In so doing, the contact person will receive notification regarding the date, time and location at which the delegation will be heard, or that the delegation will not be heard and the reasons explaining this decision.

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

FOR ITEMS THAT ARE NOT ON THE BOARD MEETING AGENDA:

1. Notification

The delegation is asked to request permission to make a presentation to the Board of Directors meeting of the Otonabee Region Conservation Authority fourteen (14) days prior to the regular monthly meeting. The request should be in writing to the attention of the CAO/ Secretary-Treasurer and state the business to be discussed, the name and phone number of the contact person requesting permission, the names of the delegate(s) to speak and the number of delegate(s) planning to attend the Board meeting.

If a delegation attends the Board meeting and requests at that time to discuss any other item of business on the agenda, they may be heard if approved by a ruling of the Board.

2. Placement on Agenda

Delegations will be included on the agenda under the title "Delegations" and will appear following "Correspondence". Generally, the Board will hear no more than three (3) delegations during a meeting. Delegation requests will be recorded by date and time upon receipt at the ORCA office.

Where an extraordinary number of delegations request presentation to the Board, the Chairman may call a special meeting of the Board of Directors.

The Authority will acknowledge the request of the delegation by notifying the contact person in writing. In so doing, the contact person will receive notification regarding the date, time and location at which the delegation will be heard, or that the delegation will not be heard and the reasons explaining this decision.

3. Presentation

- a) If possible, sufficient copies of the brief are to be received by the CAO/ Secretary-Treasurer in order that they may be distributed to all members of the Board and staff of the Otonabee Region Conservation Authority prior to the Board meeting.

OR

- b) One (1) copy of the brief is to be received by the CAO/ Secretary-Treasurer in order that copies be made and distributed to all members of the Board and staff of the Otonabee Region Conservation Authority **prior** to the Board meeting.

The delegation shall be welcomed by the Chair.

The delegation may speak for a maximum of ten minutes.

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