



qathet REGIONAL DISTRICT

DIRECTIONS TO DELEGATIONS GUIDE

The subject matter presented by a Delegation must be within the jurisdiction of the qathet Regional District.

A Delegation wishing to appear before the Board or Committee shall submit a written request to the office of the Corporate Officer no later than seven (7) days before the scheduled Board or Committee meeting.

The request must specify 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](#) to Michelle Jones, Manager of Administrative Services.

The Delegation representative will be asked to submit a written report on the subject of the Delegation that states any requests being made of the Assembly and any resolutions to the office of the Corporate Officer no later than seven (7) days before the meeting.

Where the written report requested has not been received as requested, the Delegation may address the meeting if approved by the majority of the Members present.

The name and subject of registered Delegations will be included on the meeting agenda and in the minutes and any material provided in advance by the Delegation may be included with the agenda and in the minutes.

Delegations shall have up to ten (10) minutes to speak and must restrict their remarks to the topic indicated on the agenda. At the sole discretion of Members, an address may be followed by a question period of up to five (5) minutes in which each Member may ask one clarifying and one follow-up question.

Members shall not debate topics with delegates and shall refrain from lengthy preambles. At the discretion of Members, time limits may be extended by majority vote or unanimous consent.

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.

For more information on Delegations, please refer to "Procedure Bylaw No. 557, 2020".

Please contact Michelle Jones, Manager of Administrative Services with any questions.

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