



Number: 100-01-18  
REGIONAL DISTRICT OF CENTRAL KOOTENAY  
**Policy Manual**

**Chapter:** ADMINISTRATION

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**Section:** RDCK BOARD

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**Subject:** RECEIVING DELEGATIONS AT BOARD MEETINGS

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**Board  
Resolution:**

**Established  
Date:**

**Revised  
Date:**

## **POLICY:**

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### **INTRODUCTION**

The Board recognizes that appearing before the Board as a public delegation is an important feature of a healthy local democracy. This policy provides guidance to the RDCK Board Executive Committee to determine which applications appear before the RDCK Board as a delegation, and to provide prospective delegations with an understanding of the Board's parameters for approving delegations.

### **POLICY OBJECTIVES**

- To provide transparent and defensible parameters for the Board Executive Committee to use when considering approval or denial of delegation requests.
- To provide a companion resource to the RDCK Procedures Bylaw for use in effective management of Board delegation requests.

### **APPLICABILITY**

This policy applies to all requests for delegations to the Board. This policy may also be used to guide decision making for delegation requests to RDCK Committees and Commissions. Nothing in this policy limits the Board, at their discretion, from receiving a delegation for any reason should they determine that it is in the public interest to do so. Nothing in this policy limits the Board, at their discretion, from refusing a delegation request for any reason should they determine that it is in the public interest to do so.

### **GUIDING PRINCIPLES**

Consideration of requests to appear as delegations will be guided by the following:

- All delegation requests are given fair, consistent, and timely consideration.
- Delegation requests should generally be approved unless that approval is withheld due to the reasonable limitations described in this policy and the RDCK Procedures Bylaw.
- Delegations should present either on matters within normal RDCK jurisdiction or on matters outside of RDCK normal jurisdiction but considered to be timely and relevant to RDCK residents.
- The request to appear as a delegation to the Board is generally initiated by the delegation. On contentious matters the Board has no obligation to invite delegations representing diverse viewpoints on any matter



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## GENERAL CRITERIA

- A delegation should not appear before the Board more than once within a two year period, unless the delegation can demonstrate that substantively new or different information will be provided.
- On contentious issues the Board may prefer to receive only one delegation from each side of an issue. Where two or more groups support a similar position on an issue they may be requested to coordinate a joint delegation to the Board.
- A delegation request may be refused where it is perceived that the primary purpose is to convince the RDCK to purchase goods or services, or is otherwise commercial in nature.
- A delegation request may be refused if it is requested by RDCK staff or contractors on matters of normal RDCK business or services.
- A delegation request may be refused if it is related to matters normally considered by the Board in a meeting closed to the public in accordance with Section 90 of the *Community Charter*.
- A delegation request may be refused if it pertains to a matter that was recently decided by the Board.
- On matters where a delegation is requested for the purpose of educating the Board on a specific service or initiative the Executive Committee may direct staff to schedule a workshop or training session instead.
- On matters of interest primarily to a specific geographic area or service, a delegation request to the Board may be referred to the Committee or Commission.
- A delegation request must fill out the *Delegation Request to Appear before the Board* form and submit the form to the RDCK for consideration.