

Ganaraska Region Conservation Authority

DELEGATIONS POLICY

INTRODUCTION:

The Ganaraska Region Conservation Authority (GRCA) operates under the guidance of a Board of Directors also known as the Full Authority. The Full Authority carries out their responsibilities primarily through monthly meetings. While the meetings are not closed to the public, the meetings do not allow input from the public unless a request to appear as a delegation has been put forward.

PROCEDURES:

- 1) Any person or organization wanting an opportunity to address the Full Authority must make a request, in writing, to the CAO/Secretary-Treasurer ten (10) business days in advance of a scheduled meeting. The request must be comprised of a brief statement of the issue or matter involved and indicates the names of the proposed speakers and the number of delegate(s) planning to attend.
- 2) One (1) copy of the presentation is to be received by the CAO/ Secretary-Treasurer by noon the Friday before the Full Authority meeting in order that copies be made and distributed to all members of the Board of Directors and staff of the GRCA prior to or at the Full Authority meeting.
- 3) Delegations will be included on the agenda under the title "Delegations". Generally, the Full Authority will hear no more than three (3) delegations during a meeting and no more than two (2) on the same topic. Delegation requests will be recorded by date and time upon receipt at the GRCA office.
- 4) Delegations shall be limited to one (1) speaker for no more than ten (10) minutes.
- 5) Board members may ask questions of the speaker(s) for a period no longer than fifteen (15) minutes and only 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 speaker and those in attendance.
- 6) Delegations may only appear once every six (6) months when addressing similar topic matters. This may be determined at the discretion of the Chair.
- 7) The GRCA 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.