

**Cowichan Bay Waterworks District**

Policy #: 2022 Nov 21

**Delegation Process**

1. Ratepayers and members of the public may request to attend a Board or Committee meeting in order to present issues directly to the Board.
2. In order to attend as a delegation, a Delegation Application form must be submitted to the District Administrator by 3 pm five business days prior to the Board Meeting.
3. It shall be a standard practice of the Trustees to not accept last minute Delegation requests unless extraordinary circumstances exist and the majority of Trustees vote to approve the addition as a Late Item to the Agenda.
4. The Delegation Application form will be added to the next available agenda and be accompanied by the necessary background information.
5. At the meeting, the delegate shall wait for the delegation portion of the agenda. At that time, 15 minutes per delegation application will be allocated and:
  - the District Administrator will introduce the issue
  - the Delegate will present the issue
  - the Trustees will have a Question and Answer period
  - should more time be necessary for further presentations, the delegation time period may be extended upon a motion to do so and passed by a minimum of 50% of the Trustees.
  - the Trustees may table the issue, request further information, defer the issue to later in the meeting or make a motion
  - the Delegate may continue to attend the remainder of the meeting or depart the meeting.

  
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Chairperson

  
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District Administrator