



BOARD Policy

Section:	Legislative Services	BRD-0340-50
Title:	Petitions and Delegations	006

1. PURPOSE

1.1 To provide direction in the handling of requests to appear as a delegation before the Sunshine Coast Regional District (SCRD) Board or Committee.

2. SCOPE

2.1 This Policy applies to all requests to appear as a delegation before the SCRD Board or Committee.

3. DEFINITIONS

3.1 “**Petition**” means a written request signed by a group of citizens to initiate an action or to make the Board aware of an issue of public concern.

3.2 “**Delegation**” means an individual or organization that has requested or been invited to address the Board or Committee about a specific issue.

4. POLICY

4.1 Petitions to the SCRD Board are considered informational and are deemed received by the Board when they are delivered to the Corporate Officer. The full name and residential address of each petitioner must be included on petitions to the Board.

4.2 Delegation requests to appear before the SCRD Board or Committee shall be dealt with in the following manner:

- a) Delegations must notify the Corporate Officer no later than two weeks prior to the Board or Committee meeting in writing utilizing the Delegation Request Form.
- b) Delegations will be limited to two per meeting.
- c) Delegations are limited to a maximum of ten minutes unless agreed to by a 2/3 majority vote of the Committee or Board members present at the meeting.
- d) Delegations are not to appear for the sole purpose of promoting an individual business.
- e) Delegations who have previously appeared before the Board on a particular subject matter are to provide new information only in any subsequent presentation relating to the matter.
- f) Preference will be given to delegations wishing to address new topics or subject areas which have not already been considered by the Board.
- g) Delegations are not to appear on matters relating to an application which has been deferred, is held in abeyance or is otherwise inactive unless specifically accepted by the Corporate Officer or Board.
- h) Delegations from invited parties, Senior Government staff or related agencies from outside the Sunshine Coast may:
 - i. have the 10 minute maximum time limit extended.
 - ii. have a special meeting arranged for the sole purpose of receiving the presentation.
 - iii. have the delegation limit for that particular meeting reduced to one.

5. EXCEPTIONS

5.1 The Chair may grant a delegation not listed on the agenda an opportunity to be heard on a subject matter related to an agenda item provided the Chair is satisfied that circumstances



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prevented the delegation from giving advance notice of their request to appear before the Board or Committee.

6. AUTHORITY TO ACT

6.1 The Corporate Officer is granted the authority to screen and, if deemed appropriate, deny a request to appear as a delegation if:

- a) the issue is not within the mandate or jurisdiction of the SCRD;
- b) a delegation has previously addressed the Board on a particular issue and no new significant information is being provided;
- c) the delegation relates to a matter that has been deferred, is in abeyance or is otherwise inactive; or
- d) the matter is operational in nature.

6.2 Delegations denied the opportunity to appear before the Board or Committee will be:

- a) offered the opportunity to provide written information for distribution to the Board or Committee through an Agenda or Directors' Reading file, as appropriate; and
- b) informed of their right to appeal the decision to the Chair of the Board or Committee.

7. REFERENCES (Bylaws, Procedures, Guiding documents)

Approval Date:	December 10, 2009	Resolution No.	497/09
Amendment Date:	October 14, 2021	Resolution No.	273/21
Amendment Date:	June 8, 2023	Resolution No.	141/23 Rec. No. 5
Amendment Date:	July 11, 2024	Resolution No.	209/24 Rec. No. 10
Review Date:	June 26, 2025	Resolution No.	178/25 Rec. No. 2