

Policy for Attending as a Delegation at Board Meetings
[Revised Draft October 12, 2020]

[To replace current SPB Policies Manual and Procedures Manual s.22 (under review as of March 6, 2018)]

s. * - Attending as a Delegation at Board Meetings**

1. Any person(s) wishing to address the Board at a regular public meeting shall make a request to the Board by sending to the Board's Secretary a completed Delegation Application Form (Appendix *), in the form prescribed by the Board from time to time. **Each delegation is limited to ten (10) minutes, unless the Board approves otherwise.**
2. The applicant must provide the information requested in the Delegation Application Form including:
 - a. The name, address, and contact information for each member of the delegation;
 - b. The date of the Board meeting for which the delegation wishes to appear,
 - c. The specific topic to be addressed
 - d. any relevant reference materials (must be succinct and related to the specific topic).
3. To ensure effective use of time for the Delegation and the Board, the following criteria will be applied to determine appropriate speaking topics. The topic must:
 - a. relate to the Board's oversight mandate, and not day to day operations of the Saanich Police Department
 - b. relate to Saanich policing services or policies
 - c. affect a segment or group within the community, not just an individual
 - d. relate to an overall strategy of policing as opposed to a single action by an officer
 - e. not be a substantially similar presentation made to the Board by the delegation within the past year
4. The Board has no jurisdiction, and will not hear complaints about the conduct of individual police officers or about matters which are within the jurisdiction of the Office of the Police Complaint Commissioner. The Board will not hear delegations relating to service and policy complaints (see the Board's Service and Policy Complaint Policy).
5. The Delegation Form must be mailed or emailed to the Board's Secretary at the following address:
 - by mail to the Saanich Police Board, 760 Vernon Avenue, Saanich, BC, V8X 2W6
 - by email to Secretary@spboard.ca
6. The Delegation Form must be received by the Board's Secretary at least two weeks prior to the Board meeting at which the delegation wishes to attend.
7. The Board Secretary will promptly forward the Delegation Application Form to all Board members.
8. The Board Chair, in consultation with other members of the Board and the Chief Constable, will determine if the request is within the mandate and scope of the Board. If so, the

delegation may be placed on the agenda for the Board meeting requested, or the next available Board meeting. If the delegation is not accepted, the Chair will provide a reason and the Board Secretary will advise the applicant that the delegation was not accepted by the Board and provide the reason.

9. Not all delegations will be accepted. The Board reserves the right to limit the number of delegations at each meeting, and to designate another appearance date for any delegation.
10. No delegation may:
 - a. speak on any subject other than the one for which approval was granted
 - b. speak disrespectfully to, or of, any person
 - c. provide any third party personal information (without specific, written consent)
 - d. use offensive words or language
 - e. disobey the Board's Protocol or a direction from the Chair
11. The Chair has the discretion to curtail Delegations as to time limits and the specific topic to be addressed. Once the Chair rules that the delegation is concluded, the delegation shall immediately withdraw.
12. Board members will generally only ask questions to clarify or to obtain additional, relevant information at the end of the presentation. The Board will not make any decisions or provide feedback at the meeting. The Board will provide a reply to the delegation where it deems appropriate. The Board may refer the matter to the Chief Constable for review and report to the Board.
13. No Delegation shall address the Board more than once in a calendar year without prior approval from the Board.
14. Decisions by the Chair and the Board regarding delegations are final.

[replaces s.22, SPB Policies Manual and Procedures Manual, March 6, 2018]