



## **QUESTION PERIOD PROCEDURE POLICY**

Applicability: CVRD Board/Committee/Commission

### **PURPOSE:**

The purpose of the Question Period is to provide public an opportunity for the public to engage with the Board regarding the business of the local government. This policy provides consistent and transparent guidelines to permit members of the public to ask questions of the Board/Committee/Commission in a meeting environment.

### **POLICY:**

The Question Period is subject to the following provisions:

1. The Board of Directors is committed to fostering a safe, respectful, and orderly environment for the public to observe in its meetings. All participants shall:
  - a) Respect other members of the public, Directors and staff.
  - b) Refrain from disruptive behaviour that would impede the proceedings.
  - c) Conduct themselves in a civil and respectful manner.
  - d) Comply with directives from the meeting Chair in a prompt and orderly fashion.
2. PLACEHOLDER - future reference to governing Respectful Spaces Policy.
3. There will be allotted a maximum of 15 minutes for questions.
4. Prior to the start of a meeting, the Chair, Corporate Officer or their designate may prepare a speakers' list for Question Period.
5. Each speaker shall be first recognized by the Chair and, prior to posing a question to the Board/Committee/Commission via the Chair, the member of the public is to provide their name and place of residency (this need not be their full address).
6. Questions must not be a statement of opinions. Questioners are not permitted to make a speech.
7. The Question Period will be reserved for questions directly related to business discussed during the meeting only.
8. Questions shall be addressed to the Chair. It is not always possible for the Chair to answer questions on behalf of the Board/Committee/Commission when posed during Question Period. The Chair and staff may need the opportunity to research answers and report back with an answer after the next meeting.
9. Public representations and questions are expressly prohibited for:
  - Planning and Land Use Management and Heritage Conservation bylaws for which a public hearing has been scheduled.



- Planning and Land Use Management and Heritage Conservation bylaws that have been the subject of a public hearing, where the board has not yet determined whether to adopt the bylaw.
  - Planning and Land Use Management bylaws that are subject to the public hearing prohibition in s. 464(3) of the Local Government Act.
- 10.** Each questioner will be allowed to ask one question plus a follow-up question related to the answer. If after all questioners have been heard and there is still time remaining, a questioner who has already spoken can ask one additional question plus a follow-up question related to the answer.
  - 11.** Speakers' comments may be recorded and/or live-streamed on the CVRD website. By speaking at the meetings where Question Period is permitted, members of the public are consenting to disclosure of any personal information made evident through their input. Personal information may include a member of the public's name, address and personal opinions.

Approved by: CVRD Board: June 8, 2011 Updated by: CVRD Board: Sept. 25, 2024
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