

# Grand River Conservation Authority

**Report number:** GM-03-25-31

**Date:** March 28, 2025

**To:** Members of the Grand River Conservation Authority

**Subject:** By-law Update – Delegations

---

## **Recommendation:**

THAT By-law 2-2025 be read a first and second time;

AND THAT staff be directed to make amendments based on discussion at the meeting.

## **Summary:**

The By-law has been updated to add more clarity around delegations at Board meetings.

## **Report:**

By-law 2-2025 has been updated to clarify timelines and requirements for delegations at Board meetings. The draft By-law is attached as Appendix A for reference. Changes include additional consideration for the scheduling of delegations, requirements for circulation of presentation material in advance to facilitate circulation to the Board prior to the meeting, enhanced language about respectful behaviour, and the introduction of a Delegation Request Form, which is attached as Appendix B for reference.

One additional edit was made to change the reference to the Retention of Records Policy to the Records Retention Policy.

## **Financial Implications:**

Not applicable

## **Other Department Considerations:**

Not applicable

## **Prepared by:**

Karen Armstrong  
Deputy CAO, Secretary-Treasurer

## **Approved by:**

Samantha Lawson  
Chief Administrative Officer