



CAPITAL REGIONAL DISTRICT
CORPORATE PROCEDURE

Section	<i>Board</i>	
Subsection	Policies, Procedures, Manuals	<i>(policy #)</i>
Title	BOARD AND COMMITTEE DELEGATION PROCEDURES – ELECTRONIC PRESENTATIONS	

PROCEDURE:

To outline the procedures for Board and Committee delegations wishing to use an electronic presentation as part of their delegation.

PURPOSE:

To apply stricter controls and requirements to the uploading of electronic presentations on CRD equipment to mitigate tampering of files and the introduction of viruses onto CRD equipment.

RESPONSIBILITIES:

Legislative Services is responsible for the control, coordination, implementation and modification of the policy after it has been approved by the ELT.

SCOPE:

The policy applies to all delegations who register to address the CRD Board and its standing committees and commissions.

DEFINITIONS:

“Delegation” means an individual or an organization addressing the Board, a committee or commission oabo ut a specific item on the agenda of a meeting.

“Electronic presentation” means a video, PowerPoint presentation, YouTube clip or any other type of visual media used in conjunction with a delegation presentation.

PROCEDURE:

1. All delegations wishing to use an electronic presentation in conjunction with their delegation must provide a copy to Legislative Services 24 hours in advance of the meeting.
2. Legislative Services will forward a copy of the presentation to IT for review and scan of any viruses or inappropriate material.
3. IT will upload a copy of the presentation onto the laptop prior to the meeting.
4. IT will set up the laptop in the Boardroom ½ hour prior to the start of any Board or committee meeting and will remain in attendance to assist delegations with electronic presentations.

5. Delegations will not be permitted to upload any electronic presentations without the assistance of CRD staff.
6. Legislative Services will ensure a copy of the presentation has been retained for record keeping purposes prior to the item being deleted from the laptop.

Approval Date:	October 10, 2013	Approved By:	ELT
1. Amendment Date:		Approved By:	
2. Amendment Date:		Approved By:	
3. Amendment Date:		Approved By:	
Next Review Date:		Reviewed By:	
Supersedes:			

Related Policy, Procedure or Guideline: CRD Board Procedures Bylaw