



Title: Delegation Policy	External/Internal
Department: Administration	Policy Number: TBB-005-AD
Approval Date: March 9, 2015	Implementation Date: March 10, 2015
Revised Approval Date:	Revised Implementation Date:

BACKGROUND

This policy governs members of the public wishing to speak at regular meetings of council.

The original policy was adopted by Council on March 9, 2015 - TBB-005-AD.

OBJECTIVE/PURPOSE

The purpose of this policy is to provide the public a set guideline for delegations at a regular meeting of Council.

GUIDELINES AND PROCEDURE

1. Any delegation wishing to address council is required to notify the Clerk(s) in writing not later than ten (10) business days before the next scheduled Regular Meeting
2. Delegates must include a written explanation of the reason for the delegation request
3. If the delegation will be a group or organization they must appoint a spokesperson who will appear before Council on their behalf
4. While councillors may ask questions during the delegation, there shall be no debate at that time, and a decision may come later in the proceedings or at a future meeting.
5. The delegate has the right to sit through the remainder of the council meeting but will not be permitted to address council once the delegation time slot has ended
6. Once council has motioned a decision on the delegates request, future requests for the same item will only be accepted at Council's discretion
7. Council reserves the right to remove or deny a delegation request
8. A maximum of two (2) delegations per public meeting will be accepted
9. Council reserves the right to have no delegations at a public meeting
10. Delegations have a maximum of 10 minutes to present
11. Delegations may be re-tabled; only when new information deemed significant enough to warrant a new review of the information. All new information must be forwarded to the Clerk(s)