



PROCEDURE TITLE: Delegation Policy
PROCEDURE NO.: 1000-04
EFFECTIVE DATE: June 26, 2012

Policy

The Village of Mannville believes that the municipality should provide clear direction to delegations who wish to address Council to ensure both parties are prepared for the discussion with adequate information to hold a meaningful discussion.

Purpose:

The purpose of this policy is to set guidelines for delegation attendance to council meetings and to ensure that both parties receive adequate notice and information.

1.0 Definition:

- 1.1 **Agenda** is the formal agenda document developed and provided to Council five (5) calendar days prior to the council meeting date.
- 1.2 **Delegation** is an individual or group who want to be included on the Council meeting agenda to address Council
- 1.3 **Delegation Form** is the document that delegations must complete.

2.0 Applicability

- 2.1 This policy applies to all individuals, groups or organizations who want to be included on a Council meeting agenda.

3.0 Procedures:

- 3.1 Delegation requests for presentation to council must be received at the Village Office seven calendar (7) days prior to the council meeting date.
- 3.2 Delegations must submit a written report.
- 3.3 The report must provide sufficient information that outlines the delegation’s presentation that is understandable and what result the delegation is seeking.
- 3.4 Delegations are limited to fifteen (15) minutes.
- 3.5 Council may defer any decision to a future meeting.

4.0 End of Procedure

	Date	Resolution Number
Approved	June 2, 2012	2012-06-26-04
Amended		
Amended		
Amended		



Delegation Request for Presentation to Council

Council invites delegations to make presentations at Village Council Meetings. To provide Council with clear, concise information, delegations are requested to submit a written report outlining the issues being brought before Council at least seven calendar (7) days before the scheduled Council meeting.

Name of Delegation: _____

Contact Name /Person making presentation: _____

Issue to be discussed:

Request of Council:

Date of Council Meeting: _____

Delegation Time: _____

If there is additional information, please attach () yes () no

Delegations are limited to 15 minutes.

All Council Meetings are open to the public.

Council may defer a decision to a future Council Meeting pending information request.

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Approved	June 2, 2012	2012-06-26-04
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