

---

# Town of Mulgrave

## Delegations Appearing Before Council Policy

---

### Title:

1. This Policy is entitled the “*Delegations Appearing Before Council Policy*”.

### Interpretation

2. This policy relates to delegations who wish to address the Mulgrave Town Council or a Standing Committee of Council.
3. All delegations will be required, if requested, to discuss the content of their presentation with the Chief Administrative Officer or designated staff member. If presenters require audiovisual equipment to make their presentation, then they are also expected to be present 30 minutes in advance of their appointment
4. Any individual or group wishing to address Council/Committee shall give notice no less than 7 days notice prior to the meeting at which the delegation wishes to appear and shall submit its presentation (including potential Resolutions for Council consideration/endorsement) in writing to the Chief Administrative Officer for distribution with the agenda package.
5. Subject to paragraph (a) and (b) below, only **one** delegation will be heard at any Council meeting.
  - (a) Only in extra-ordinary or emergency circumstances only, and with the approval of the chair, will there be more than one delegation allowed to present at a regular Council meeting.
  - (b) Any approved delegation that fails to submit the required documentation within the specified time limits will be deferred to another date.
  - (c) Delegations with exceptional issue or an issue deemed to be of an emergency nature may be granted a special meeting; this decision will be at the discretion of the chair.
6. Committees may entertain more than one (1) delegation per meeting. If a group appears before a Committee, they will not be entitled to appear at Council to speak on the same issue.
7. Issues coming before Council must be of a global municipal nature. If the topic is of a localized nature or is service specific, then the delegation will be directed and heard at the appropriate Standing Committee of Council. The Chief Administrative Officer, in consultation with the Chair, will decide what constitutes a global issue.

*Town of Mulgrave Policy & Procedures Manual*  
*Delegations Appearing Before Council Policy*

8. A delegation is encouraged to have only one speaker who will be limited to a 20 minute presentation. A delegation may have more than one speaker, but collectively speakers are limited to an aggregate of twenty minutes speaking time. The Chief Administrative Officer shall make presenter(s) aware of this time limit when arrangements for the presentation are being made.

9. Questions from members of Council/Committee may follow the presentation; however, debate will not be permitted until Council formally deals with any required action coming out of the presentation. Council may deal with the requests for action:

- (a) under new business – (time permitting),
- (b) at the next Regular Council meeting,
- (c) or by referral.

10. Once a delegation is heard at Council, a Resolution will not be put forth on the issue until the next meeting of Council. If urgency dictates an early decision, there is a requirement for a two-thirds vote in favour of Council dealing with the issue.

11. The Chair will acknowledge and thank the presenting delegation.

12. This policy is Council's provision for the process of dealing with delegations and supersedes Robert's Rules of Order.

13. All former Delegations Appearing Before Council Policies of the Town of Mulgrave are hereby repealed and this policy is substituted therefore.

**Certification for Town of Mulgrave Policy & Procedures Manual:**

Date of notice to Council Members of Intent to Consider [**7 Day minimum**]: August 26<sup>th</sup>, 2008

Date of Passage of Current Policy: September 2<sup>nd</sup>, 2008

I certify that this *Delegations Appearing Before Council Policy* was adopted by Council as indicated above.

\_\_\_\_\_  
**Municipal Clerk**

\_\_\_\_\_  
**Date**