COUNCIL POLICIES AND PROCEDURES

SECTION - H

MISCELLANEOUS

SUBJECT: Delegations Number H-2

APPROVAL DATE: December 19, 1994

PREAMBLE: It shall be the policy of Council to require proper notice from any delegation wishing to appear before Council.

TERMS: Any delegation wishing to appear before Council must submit a written request to the Municipal Clerk at least twenty-four (24) hours prior to the next regularly scheduled meeting, stating the nature to its presentation.

Whenever possible the Municipal Clerk should be provided with a written copy of the presentation which shall be retained as background information.

Any delegation making a presentation to Council shall be allowed a maximum of ten (10) minutes to address the Council followed by an appropriate time for the delegation to respond to any questions members of Council may have. Additional time may be allocated at the discretion of Council.

It shall be the policy of Council to either refer all such requests from delegations to the appropriate Committee of Council for a recommendation or to the "New Business" Section of the Council Agenda for direct action by Council.