

RURAL MUNICIPALITY OF BIFROST

POLICY & PROCEDURES MANUAL

DELEGATION POLICY & PROCEDURE

Reference/Title:	DELEGATION POLICY & PROCEDURE
Policy Number:	2014-2
DATE ADOPTED:	April 9, 2014
ADOPTED BY:	Council Resolution
PAGES:	3
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POLICY STATEMENT

Members of the public are welcome to make a presentation on any topic at any regular meeting of Council. These presentations are called 'delegations'.

While there is not a limit on the number of delegations included on the agenda of a council meeting, the CAO has the authority to schedule delegations as deemed appropriate.

All information submitted will be considered to be public information and therefore subject to full disclosure.

REGISTERING AS A DELEGATION

Delegations wishing to address Council on a matter are required to complete a Delegation Registration Form and provide a written outline identifying the subject matter and the general nature of the request.

All presenters shall register with the CAO at least 5 days before the council meeting. Bifrost council meetings are typically held on the 2nd Wednesday of each month. In order to be included on the agenda, delegation requests must be received by the Thursday prior to the meeting date.

PROCEDURE

1. All person(s) wishing to appear before Council as a delegation must register by completing a Delegation Registration Form.
2. In order to ensure that Council will have adequate time to deal with municipal business, the CAO can limit the number of delegations appearing at any one meeting of Council.
3. In the case where a delegation is denied for a specific council meeting, the CAO shall review such denial (if requested to do so) and may reconsider the denial if the matter is deemed to be of an urgent nature.
4. If the delegation is a group, a spokesperson must be appointed.
5. All questions must be addressed through the Chair. Questions of a personal nature will not be allowed and/or entertained.
6. Delegations will be limited to 15 minutes and the Chair shall interrupt the presenter when the expired time approaches to inquire as to the time required to complete the presentation. The Chair has the sole discretion of allowing an additional 5 minutes to complete the presentation.
7. Delegations making application to discuss a matter that has already been discussed with and dealt with through an earlier delegation, to the satisfaction of Council, will not be allowed to appear before Council.

8. Presenters who deviate from the subject matter as indicated in their Delegation Registration Form will be interrupted by the Chair. If the presenter persists in deviating from the subject matter the Chair will terminate the presentation.



Date of Review/Revision:	
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RURAL MUNICIPALITY OF BIFROST
DELEGATION REGISTRATION FORM

I/We, _____ wish to appear as a Delegation at the next meeting
of the RM of Bifrost Council on _____.

Spokesperson (if different from above) _____

My/Our appearance before Council is to discuss the following matter/issue (be specific):

IF REQUIRED, PLEASE ATTACH RELEVANT DOCUMENTATION.

Contact Information:

Telephone No. _____ Email _____

***NOTE: If the subject matter listed above has been dealt with to the satisfaction
of Council, then the issue/item will not be discussed further.***

Signature of Applicant: _____ Date: _____

Date Received: _____	Approved: _____	Date/Time to Appear: _____
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