

**TOWN OF BRIDGEWATER
DELEGATION POLICY**

Policy No.	68
Approved:	November 14, 2006
Resolution No.:	06-326
Amended:	December 8, 2014
Resolution No.:	14-258
Amended:	July 11, 2016
Resolution No.:	16-193

“Delegation” is defined as a person or group of persons who appear before Council to solicit a desired political response.

DELEGATIONS AT REGULAR OR SPECIAL COUNCIL MEETINGS:

1. Any delegation appearing at a Council meeting will be heard during the period set aside in the agenda for delegations.
2. To arrange to be listed on the agenda, delegations intending to appear before Council must notify the Chief Administrative Officer’s or Executive Assistant’s office no later than the Thursday noon prior to the Council meeting and must provide information in writing as to the matter to be discussed.
3. Council will hear up to two delegations per Council meeting. Delegations are accepted on a first come, first served basis. Once the two-delegation limit is met, additional requests will be put forward to the next available meeting agenda. Delegations listed on the Council meeting agenda will be heard by Council and the time allotted for the presentation will be a maximum of 10 minutes. Upon completion of your presentation, Council may ask questions if they feel clarification is necessary. Delegations appearing before Council, who have previously appeared on the same subject matter, shall be limited to providing only new information in subsequent presentations.
4. A delegation addressing Council, which has not given the necessary prior notice, will be limited to a 2 minute presentation.
5. Notwithstanding numbers 3 and 4, in cases where Council deems the delegation to be of special importance due to an emergency or a time-sensitive situation, delegation and time limitations may be waived.

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6. Speakers representing staff, Committees of Council, or related organizations will make presentations under the “Reports and Recommendations” portion of the meeting agenda, and must abide by the normal rules surrounding staff presentations, including submission deadlines. If speakers representing staff, Committees of Council, or related organizations choose to make presentations during the “Delegations” portion of the agenda, the regulations set out in this policy, other than number 6, will apply.
 7. Councillors will be permitted to ask questions, but will not debate issues with delegations nor indicate intent until Council has dealt with the matter at a time subsequent to the delegation completing its presentation.
 8. All delegation representatives shall be responded to at a subsequent regular public meeting of Council. In cases where Council deems the delegation to be of special importance due to an emergency or a time-sensitive situation, Council may resolve to make a decision related to the presentation at the same meeting.

DELEGATIONS AT IN-CAMERA MEETINGS:

9. Delegations to Council in private sessions (in-camera) will be permitted where confidentiality is necessary, in accordance with the *Municipal Government Act* Section 22(2).

REQUEST TO APPEAR BEFORE COUNCIL

Regular Council meetings are generally held on the second and fourth Monday of each month, with the exception of July, August and December.

Please see *Policy 68 - Delegation Policy* for additional information. If you require further clarification, please contact Amanda SHUPE, Municipal Clerk (902.541.4389) or amanda.shupe@bridgewater.ca

Name:	
Organization:	
Telephone:	
E-mail Address:	
Topic*:	
Audio-Visual Requirements:	<p>* Please attach any printed material you would like to provide for Council's information.</p> <p><i>If you need audio-visual equipment for your presentation, please indicate your requirements here:</i></p>

FOR OFFICE USE ONLY:

Request date:

Council agenda: