

# Municipality of Oakland-Wawanesa

## Policy & Procedure Manual

Policy  
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COUN005

Reference: Council	Classification: Policy
Subject: Delegation Policy	Pages: 3
Authority: Resolution of Council	Effective Date: October 21, 2015
Approved: October 21, 2015	<b>In accordance with BL 37-2023</b>

### **TITLE: DELEGATION POLICY**

#### **PURPOSE**

The purpose of this policy is to provide procedures and conduct for delegations at council meetings.

#### **DEFINITIONS**

*Delegation* – An individual or organization who wishes to appear before council.

*Statutorily* – Of or relating to a statute.

#### **POLICY**

Prior to registering to appear as a delegate, contact the Municipal office, in most cases a member of our Municipal staff can resolve your request without appearing as a delegation.

A delegation seeking permission to address a meeting of council on a subject, the matter of which appears on the agenda of that meeting, shall inform the CAO no later than 12:00 noon on the Monday prior to the meeting.

A delegation seeking permission to address a meeting of the council on a subject, the matter of which does not appear on the agenda, shall provide to the CAO no later than 12:00 Noon on the Wednesday prior to the meeting a written submission outlining the topic and desire of the delegation.

A delegation seeking permission to address council which has not advised the CAO prior to the meeting shall, subject to the approval of the majority of council members present, be permitted to address council.

The Chair may limit the time taken by a delegation to 10 minutes. The delegation must appoint a spokesperson. All questions shall be channeled through the Chair.

There shall not be a limit to the number of delegations included on the agenda of a council meeting, but the CAO is granted authority to schedule delegations deemed appropriate.

The public shall not participate in the discussion at a council meeting, unless by unanimous consensus of the members present, or if necessary, a majority vote of council, the public is asked for their participation.

Administration will contact the applicant on the Delegation Request Form to confirm their place on the Council agenda.

**Content of Application**

Your application must include:

- 1- The name, address and phone number of the person that will address council;
- 2- The subject you wish to discuss with Council;
- 3- The details on the subject;
- 4- A summary of the proposed legislation and policy relevant to request; and
- 5- A copy of any material that will be presented.

**Addressing Council**

A delegate is given 10 minutes to make their presentation to Council, after which Council members may ask questions on the information presented.

Other than in cases where an individual is statutorily authorized to be heard by council, or required by law to be heard by council, an individual or organization may only address council once within a 12 month period on the topic listed on the Delegation Request Form, and not more than every two months on different topics or at Council’s discretion.

**Presentation Guidelines for Council Meetings**

Use the following guide when addressing council:

- Please ensure your remarks or responses are directed to the Head of Council who should always be addressed as “Head of Council”. In the Head of Council’s absence, please address the Deputy Head of Council;
- Prior to your presentation, please state your name as you would like to be addressed by Council;
- Presentations are not a form of debate with other delegations, staff or Council;
- Delegations must be respectful and polite;
- Do not use offensive words;
- Only speak about the subject you received approval to talk about, any other topics brought up during the delegate’s presentation will be disregarded;
- Presentation to council may not exceed 10 minutes (exclusive of time to answer questions);
- Limited to one speaker per delegation;
- Name and comments maybe publically available/recorded in a general way in the meeting minutes;
- Be prepared to answer questions from Council. If questioned, please ensure you address your responses to the Head of Council.

**Decision**

After hearing your presentation and asking questions, Council may decide to refer the matter to Municipal staff to gather more information or create a report or make a motion recommending action on the subject.

If Council makes a motion it does not necessarily mean they have made a final decision. The motion may be referred to another meeting before it is approved or comes into effect, this process could take several weeks or months.

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## Delegation Request Form

To: Chief Administrative Officer

<b>CONTACT INFORMATION</b>		
FIRST NAME	LAST NAME	
PHONE	ALTERNATE TELEPHONE	
ADDRESS		
CITY	PROVINCE	POSTAL CODE
EMAIL ADDRESS		
COMPANY OR ORGANIZATION (if applicable)		

<b>DATE YOU WISH TO APPEAR AS A DELEGATE</b>		
<i>This form <b>must</b> be returned to the CAO in accordance with the Policy prior to the meeting</i>		
Meeting you wish to attend:	<input type="radio"/> Council Meeting	<input type="radio"/> Committee Meeting (please specify)

<b>SUBJECT YOU WISH TO DISCUSS</b>

<b>DETAILS ON THE SUBJECT</b>

**\*Where the subject matter of a delegation pertains to legal matters, personnel, and/or private property issues, where a Public Hearing has been held in accordance with an enactment as a prerequisite to the adoption of a by-law; or if its purpose is to deal with a matter that is outside the jurisdiction or legal authority of the Municipality; the Municipality reserves that right not to hear such delegations.**

<i>I acknowledge that only the above matter will be discussed during the delegation. I further acknowledge that audio/video recordings will only be made in accordance with Section 5.28 of the Oakland-Wawanesa Procedural By-law.</i>	
Signed	Date