

MUNICIPALITY OF THE COUNTY OF RICHMOND

POLICY

POLICY NAME: **DELEGATION APPEARING BEFORE MUNICIPAL COUNCIL**

APPROVAL DATE: **JUNE 16, 2008**

PREAMBLE:

It shall be the policy of the Municipality of the County of Richmond to permit presentations to be made to Council, related to issues and topics relevant to Municipal Council, whether the presentation is in support or opposition to positions adopted by Richmond Municipal Council.

Matters related to personnel issues, or matters in which the Municipality of Richmond has entered into legal proceedings, will not be entertained by Municipal Council.

POLICY:

1. All persons or groups wishing to make a presentation to Council shall provide their presentation in writing to the CAO's Office, not less than seven working days prior to the Council Meeting, at which the delegation wishes to appear.
2. Council has the right to refuse a presentation.
3. The CAO and Warden shall review each presentation request, and if either or both have concerns regarding the appropriateness of the presentation content, then the presentation will be referred to Committee of the Whole for a decision on appropriateness.

4. The CAO's office will respond to presentation requests not less than two working days prior to the Council Meeting, if the Warden and CAO agree that the presentation is appropriate for Council, and the CAO's office shall advise the presenter of the location and time of the meeting.
5. The CAO's office will notify presenters of the hardware requirements, if the presenter wishes to include an electronic presentation (i.e. memory stick, CD, etc.).
6. Presenters are encouraged to have only one speaker, who will be limited to a 15 minute presentation. Presentations may have more than one speaker, but collectively, speakers are limited to the 15 minute time period. Staff shall make presenter(s) aware of this time limit when arrangements for the presentation are being made.
7. Questions from members of Council may follow the presentation.
8. A resolution shall not be put forth on the issue of the presentation, at the Council Meeting at which it is received. A resolution may be put forth at the next Council Meeting. If urgency dictates an early decision, Council will require a two-thirds vote of Council to deal with the issue.
9. The Chair will acknowledge and thank the presenters.
