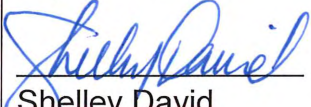




**Title**                              **Delegation Appearing before Municipal Council**

<b>Approved by Council</b>	<b>Date:</b> January 31, 2024
<b>Policy Review Notification</b>	<b>Date:</b> December 4, 2023
<b>Policy Review</b>	<b>Date:</b> November 6, 2023

I certify this to be a true copy of the **Delegation Appearing before Municipal Council** as adopted by the Municipal Council of Richmond County at a Public Meeting held January 31, 2024.

  
\_\_\_\_\_  
Shelley David  
Municipal Clerk

**1. Preamble**

- 1.1. 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.
- 1.2 Matters in which the Municipality of Richmond has entered into legal proceedings, matters related to personnel issues, by-laws for which a public hearing has been scheduled or held, and for matters where there has already been an opportunity for public input will not be further entertained by Municipal Council.

**2. Policy**

- 2.1 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.
- 2.2 Council has the right to refuse a presentation.



- 2.3 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 the Committee of the Whole for a decision on appropriateness.
- 2.4 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.
- 2.5 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.).
- 2.6 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.
- 2.7 Questions from members of Council may follow the presentation.
- 2.8 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.
- 2.9 The Chair will acknowledge and thank the presenters.

## Policy Review/Amendment Schedule

This Policy was last reviewed:

Date of Review	Formally Advertised and Amended by Council
June 16, 2008	Approved by Council
November 6, 2023	Review
January 31, 2024	Approved by Council