

***Policy***

The Village of Innisfree recognizes the need to provide clear direction to delegations wishing to address Council to ensure both parties are prepared for the discussion with adequate information to hold a meaningful discussion.

***Purpose***

The purpose of this policy is to set guidelines for delegation attendance to council meetings and to ensure that both parties receive adequate notice and information.

**1.0 DEFINITIONS**

- 1.1 **Agenda** is the formal agenda document developed and provided to Council five (5) calendar days prior to the council meeting date.
- 1.2 **Delegation** is an individual or group who want to be included on the Council meeting agenda to address Council
- 1.3 **Delegation Form** is the document that Delegations must complete.

**2.0 PROCEDURES**

- 2.1 This policy applies all individuals, groups or organizations who want to be included on a Council Meeting Agenda.
- 2.2 Delegation requests for presentation to council must be received at the Village Office seven calendar (7) days prior to the council meeting date.
- 2.3 Delegations must submit a written report.
- 2.4 The report must provide sufficient information that outlines the Delegation's presentation that is understandable and what result the delegation is seeking.
- 2.5 Delegations are limited to ten (10) minutes.

**3.0 End of Procedure.**

**Delegation Request for Presentation to Council**

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Council invites delegations to make presentations at Village Council Meetings. To provide Council with clear, concise information, Delegations are requested to submit a written report outlining the issues being brought before Council, at 12 noon, at least **seven calendar (7)** days before the scheduled Council meeting.

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**Name of Delegation:**

**Contact Name /Person making presentation:**

**Issue to be discussed:**

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**Request of Council:**

**Date of Council Meeting:**

**Delegation Time:** \_\_\_\_\_

**If there is additional information, please attach ( ) yes ( ) no**

***Delegations are limited to 10 minutes.***

**FOIP STATEMENT:** This information is being collected Pursuant to the *Municipal Government Act, R.S.A. 2000, C-M-26* and will be used for the Village of Innisfree Council Meeting Agenda Packages as outlined in the *Freedom of Information & Protection of Privacy Act*.

**Note:** all Council Meetings are open to the public.

Effective Date: **Oct.22/14**

Resolution No. **2014-10-21/31**

Amendments: Effective Date \_\_\_\_\_ Resolution No. \_\_\_\_\_

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