



Policy Code: C - 003

# Delegation to Council Policy

## CONTENTS

1. TITLE	3
2. POLICY STATEMENT	3
3. PURPOSE	3
4. SCOPE	3
5. OBJECTIVE	3
6. POLICY DETAILS	3-4
7. ROLES AND RESPONSIBILITIES	4
8. MONITORING, EVALUATION AND REVIEW	4
9. DEFINITIONS AND ABBREVIATIONS	5
10. ASSOCIATED DOCUMENTS	5

**REVISION RECORD**

<b>Date</b>	<b>Version</b>	<b>Revision description</b>
December 10, 2007	1	Original Delegation to Council Policy 1201
February 24 <sup>th</sup> 2010	2	Revised Delegation to Council Policy 1209
August 16 <sup>th</sup> 2011	3	Redone Delegation to Council
April 19, 2016	4	Reviewed and Revised Delegation to Council Policy
December 17, 2020	5	Policy C – 003 replaces Policy No. 1201

**1. TITLE:**

**1.1 Delegation to Council Policy**

**2. POLICY STATEMENT:**

- 2.1 To ensure that every delegation at a Village of Heisler Council meeting has a fair chance to speak and bring their ideas to council, each delegation must fill out a DELEGATION TO MEET WITH COUNCIL REQUEST FORM.**

**3. PURPOSE:**

- 3.1 To ensure time efficiency and that council is properly notified and advised about the issues and ideas associated with the delegation, the aforementioned form must be filled out prior to the council meeting.**

**4. SCOPE:**

- 4.1 The scope of this policy can include but is not limited to: rate payers, community groups, organizations and institutions.**

**5. OBJECTIVES:**

- 5.1 The Objective of this policy is to ensure that the ideas presented in the Purpose of this Policy will be upheld.**

**6. POLICY DETAILS:**

- 6.1 Every delegation that wishes to make a presentation to the Heisler Village Council must fill out the DELEGATION TO MEET WITH COUNCIL REQUEST FORM.**

- 6.1.1 This form is available for pick up at the Village Office, a member of the delegation must go to the Village Office to pick up the form.**

**6.1.2 The DELEGATION TO MEET WITH COUNCIL REQUEST FORM must be returned to the Village Office one week prior to the scheduled council meeting.**

**6.2 All delegations must have their time approved in writing by the Chief Administrative Officer, one week prior to the council meeting.**

**6.2.1 Delegations are limited to 30 (thirty) minutes for their presentation.**

**6.3 There is a maximum of 2 (two) delegations per council meeting.**

**6.3.1 If there is an influx of groups or community members wishing to present to council, only the first 2 (two) to return the DELEGATION TO MEET WITH COUNCIL REQUEST FORM will be scheduled.**

**6.3.2 All other delegations will be scheduled for future council meetings.**

**6.4 All Council meetings are open to the public.**

## **7. ROLES AND RESPONSIBILITIES:**

**7.1 It is the role of the Administration Department of the Village of Heisler to uphold this policy.**

**7.2 It is the responsibility of any person or group wishing to make a presentation to council to pick up, and fill out a DELEGATION TO MEET WITH COUNCIL REQUEST FORM.**

**7.3 It is the role of the Administration Department of the Village of Heisler to schedule a time for each delegation.**

## **8. MONITORING, EVALUATION AND REVIEW:**

**8.1 The monitoring, evaluation and review of this policy is the responsibility of the Administration Department of the Village of Heisler.**

**9. DEFINITIONS AND ABBREVIATIONS:**

- 9.1 All Definitions are subject to those found within the Municipal Government Act Revised Statutes of Alberta 2000 Chapter M-26.**

**10. ASSOCIATED DOCUMENTS:**

- 10.1 The DELEGATION TO MEET WITH COUNCIL REQUEST FORM is attached to this policy.**



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Council Approved: December 17, 2020

Responsibility: Administration

Next Review Date: December 17, 2023

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Motion # \_\_\_\_\_