

CYPRESS COUNTY POLICY

TITLE: *Delegations Attending Council Meetings - Procedures* **POLICY NO.:** *ADM-PR3*

AUTHORITY: *Resolution No. 2000/05* **DATE:** *January 4, 2000*

REVISED: **DATE:**

POLICY STATEMENT

Cypress County Council acknowledges that there are occasions when an individual, group or organization want to appear before Council to resolve or discuss specific issues. The Council recognizes that there are occasions when certain issues require a delegation with Council to be resolved or discussed while others can be resolved at the administrative or local Councillor level. In the interest of conducting the business of the Council in an efficient and effective manner, a process for dealing with delegation requests is deemed necessary.

PURPOSE

To provide members of Council and administration with guidelines and procedures to determine which delegations will appear before the Council at Council Meetings.

PROCEDURE - RESIDENTS AND RATEPAYERS

1. Individuals, groups and organizations that own property, reside or operate in the County wanting to address Council on a matter must first discuss the issue or concern with the Councillor representing the area in which they own property, reside, or operate. Any requests to address council brought to administration will be referred to the area councillor.
2. If the matter cannot be resolved satisfactorily with the local Councillor, the Councillor will bring the matter forward as an agenda item, and Council may decide whether to hear the delegation at a future meeting.
3. If the local Councillor chooses not to bring the matter forward, or Council refuses the request for a delegation, the individual, group or organization may submit a written request for the Council to hear the matter as a delegation at a subsequent Council meeting.

PROCEDURES - NON RESIDENTS AND NON RATEPAYERS

1. Individuals, groups and organizations that do not own property, reside or operate within the County or a specific Electoral Division of the County must first discuss the issue or concern with administration and/or the Reeve or Deputy Reeve in the Reeve's absence.
2. If the matter can not be resolved satisfactorily by administration, the Reeve, or Deputy Reeve, the matter will be brought forward as an agenda item.
3. If the individual, group or organization is not satisfied and believe they need to appear before the Council to speak directly to the matter, the individual, group or organization may submit a written request for the Council to hear the matter as a delegation at a subsequent Council meeting.

PROCEDURE - OTHER

1. Sales persons or business representatives will not be considered as a delegation unless specifically requested or approved by the Council.
2. The Reeve [Deputy Reeve, or CAO, in the absence of the Reeve] shall have the authority to approve the appearance of any delegation in an urgent or emergent matter without the consent of the Council.