



COUNCILLOR MEETING DELEGATIONS

Policy Owner: Council
Adoption Date: August 15, 2017
Resolution: 2017/381

Policy: COU 07
Effective Date: August 15, 2017
Last Amended: May 20, 2025

Purpose

Cypress County values public input through delegations and is committed to ensuring that all requests to appear before Council are handled consistently and fairly.

Guidelines

1. Individuals who wish to engage Council on a matter must complete the Delegation Request Form and submit to the Legislative Services Department.
2. The deadline to submit a delegation request form is 12 days prior to the requested meeting date. Exceptions to the application deadline may be made for emergency issues at the discretion of the Reeve and Council.
3. All presentations must be submitted at least 10 days prior to the scheduled Council meeting to allow sufficient time for IT review and file vetting. Presentations submitted after this deadline will not be accepted. Delegations who have not submitted their materials on time may still appear before Council but will be limited to a verbal presentation only.
4. Requests for delegation will be accepted on a first come first serve basis and may be deferred to another meeting date if the date requested is not available for any reason at the discretion of the CAO.
5. A delegation request may be denied if it is determined to be any of the following:
 - 5.1. Inappropriate or libelous;
 - 5.2. Outside the County's jurisdiction;
 - 5.3. A matter of topic that is currently before the courts or administrative tribunals.
6. Delegation requests that are repetitious of a previous delegation heard by Council may only be approved if new information is being provided specifically pertaining to the subject matter, or at the discretion of the Reeve and Council.
7. All information and supporting documentation collected for or provided by an approved delegation is done so under the general authority of the Freedom of Information and Protection of Privacy Act (FOIP). Receipt of a Delegation Request Form and any supporting materials will be used in accordance with the FOIP terms and shall become public information unless deemed by the CAO to be confidential and presented to Council in "Closed Session".
8. When a delegation is scheduled to occur in person, information will be provided to the presenter(s) on the location of the Meeting of Council and access to the building, etc.
9. When a delegation is scheduled to occur virtually, instructions will be forwarded to the presenter(s) including a link to a virtual meeting site.

10. All delegations are limited to 15 minutes in length unless approved by Council and shall be presented by no more than two (2) persons.
11. When a delegation presentation is scheduled to be virtual, Legislative Services will manage the integration of a virtual delegation into the Meeting of Council to ensure proper timing of the presentation.
12. The Chair of the meeting or his/her delegate holds authority to shorten the time of any delegation that is deemed to be inappropriate by virtue of content or comment or in breach of the County's Procedural Bylaw at their discretion.
13. Any and all information presented to Council during a delegation will only be received as information unless Administration has prepared a specific recommendation or Council unanimously agrees to the debate. If there is further deliberation required surrounding the matter Council may direct Administration to bring it back to a subsequent Regular Meeting in accordance with the Procedural Bylaw.

Policy History

Amendment Dates & Descriptions

Resolution No. 2025/182 – May 20, 2025

Review Dates & Outcomes: