

## Delegation to Council Policy

C-1.013

**Section:** 1.0 Council  
**Authority:** Council  
**Administering Department:** Chief Administrative Officer

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### Statement

The Municipal District of Bonnyville (M.D.) recognizes the value of hearing from the public in the form of delegations and wants to ensure that requests made by any person(s) to be heard by Council are handled in a consistent manner.

### Purpose

To establish guidelines to ensure the public has the means to make delegation requests to Council and Administration has a consistent procedure to receive and process said requests.

### Definitions

For the purposes of this policy:

- (1) “Chief Administrative Officer” (CAO) means the Chief Administrative Officer of the M.D. appointed by Council, or their authorized delegate;
- (2) “Council” means the duly elected Council of the M.D.;
- (3) “Delegation” means a formal presentation made to Council by an individual, community group, or organization during a meeting of Council to address a specific matter;
- (4) “Meeting of Council” means a scheduled Regular or Committee Meeting of Council.

### Policy

- (1) Requesting a Delegation
  - (a) Any members of the public wishing to request a delegation in front of Council must complete the Delegation Request Form and submit it to the M.D. office to the attention of the Legislative Services Coordinator.
  - (b) The deadline to submit a delegation request form is 12:00 PM 12 working days prior to the requested meeting date. Exceptions to the application deadline may be made for emergent issues at the discretion of the Reeve and Council.
  - (c) 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.
  - (d) Delegation presentations **for organizations and community groups** shall be scheduled for Regular Meetings of Council and Committee of the Whole Meetings with the approval of the CAO.
  - (e) **Delegation presentations for individuals shall be scheduled for Committee of the Whole Meetings only, unless approved by the CAO.**

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*Date Adopted:* October 21, 2020

*Resolution No:* 20.582

*Date Reviewed*<sub>(01)</sub>: December 2, 2020

*Resolution No:* 20.685

*Date Amended*<sub>(01)</sub>: January 12, 2022

*Resolution No:* 22.023

- (f) Administration will process all delegation requests received in accordance with the Delegation to Council Procedure.
  - (g) A delegation request may be denied if it is determined to be any of the following:
    - (i) Inappropriate or libelous;
    - (ii) Outside of the M.D.'s jurisdiction;
    - (iii) A matter or topic that is currently before the courts or administrative tribunals.
  - (h) 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.
  - (i) The deadline for supporting presentation material intended to accompany a delegation must be received by the M.D. by 12:00 PM 10 working days prior to the scheduled meeting date.
    - (i) If the material is not received by this deadline the M.D. has the authority to reschedule the delegation to a later date.
    - (ii) If, upon review of the material, Administration determines that it is not appropriate, the material will be removed from the presentation without notice to the presenter or cancelled in its entirety.
  - (j) 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".
    - (i) The presenters name(s) and title(s), and the group/organization name will be subject to disclosure by way of publication of the Council Meeting agenda.
    - (ii) All correspondence and material submitted as part of the presentation will form part of the public record and be published as part of the Council Meeting agenda package, with the exception of Closed Session delegations.
    - (iii) All other information provided on the Delegation Request Form will only be published as deemed necessary by Administration and with the approval of the individual/community group/organization.
  - (k) 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.
  - (l) When a delegation is scheduled to occur virtually, instructions will be forwarded to the presenter(s) including a link to a virtual meeting site.
    - (i) Whenever possible a "test" meeting will be scheduled with the presenter(s) to ensure proper function of all equipment required to successfully conduct the delegation presentation.
- (2) Conducting a Delegation
- (a) All delegations are limited to 15 minutes in length unless approved by Council and shall be presented by no more than two (2) persons.

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- (b) 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.
- (c) 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 M.D. Procedural Bylaw at their discretion.
- (d) 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.
- (e) Recording of delegations or subsequent parts of a meeting of Council by the individual/community group/organization will not be permitted on any device, including but not limited to cell phones, tablets, tape recorders, etc.

### Policy Review

Within five (5) years from date adopted / amended / reviewed.

### For administrative use only:

<b>Related Documentation:</b>	Form: Delegation Request Form
(plans, bylaws, policies, procedures, etc.)	Procedure: Delegation to Council Procedure
	Bylaw: M.D. Procedural Bylaw

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