



## APPENDIX A

## POLICY

# Donation, Sponsorship, and Recognition Policy

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C-2A.003

**Section:** 2.0 General Government and Administrative Services  
- A. Governance

**Authority:** Council

**Administering Department:** CAO Office

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### Statement

The Municipal District of Bonnyville (M.D.) wishes to provide support to individuals and groups who represent this municipality and recognise significant milestone celebrations of our residents.

### Purpose

The purpose of this policy is to establish guidelines for Administration to process requests for donations and sponsorships by organizations, individuals, and sports groups as well as requests for recognition of personal milestone events.

### Procedure

All requests for funding shall be in writing with as much information as possible describing and supporting the request(s). Funding requests that are not specifically outlined in this policy must be ratified by Council.

### 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) "Councillor" means a member of Council who is duly elected and continues to hold office excluding the Reeve;
- (4) "Local" means within the official boundaries of the M.D. including the City of Cold Lake, Town of Bonnyville, and Village of Glendon;
- (5) "Promotional Items" means any product branded with a logo, or service provided by the M.D., and distributed to promote the M.D. of Bonnyville;
- (6) "Reeve" means the Chief Elected Official of the M.D.;
- (7) "Youth Sports" means any team or individual(s), 17 years of age or younger, involved in a sporting competition.

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*Date Adopted:* May 9, 1996

*Resolution No:* 96.239

*Date Reviewed*<sub>(01)</sub>: February 27, 2013

*Resolution No:* 13.098

*Date Amended*<sub>(04)</sub>: February 13, 2024

*Resolution No:* 24.047

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## Policy

### (1) Donations and Sponsorships

- (a) Youth groups will be encouraged to participate in the annual Hamlet/Community Roadside Clean-up Program as a suggested fundraising source.
- (b) Requests for a monetary donation and/or sponsorship may be approved by the CAO up to a value of \$2,000, per request, providing they meet the following criteria:
  - (i) The request is made by a local group or organization;
  - (ii) The request is within the annual budget as approved by Council;
  - (iii) The event is not considered to be inappropriate, restrictive, and/or partisan in nature;
- (c) All monetary donation and/or sponsorship requests valued over \$2,000 will be presented to Council for approval.
- (d) Applicants will be limited to two (2) approved requests per year.
- (e) Requests for promotional items may be approved by the CAO to a maximum value of \$1,000 per request. Requests exceeding this value will be presented to Council for approval.
- (f) Each Councillor will be allocated up to \$750 in promotional items each calendar year to donate at their discretion, subject to annual budget availability.
- (g) The Reeve will be allocated up to \$1,500 in promotional items each calendar year to donate at his/her discretion, subject to annual budget availability.
- (h) Promotional items for parades will be supplied at the CAO's discretion and not to be counted towards the Reeve and/or Councillor annual promotional items budget.

### (2) Youth Sports

- (a) Local youth sports teams who have qualified to advance to a provincial, national, or international level where travel is required, are eligible to receive a grant to a maximum amount of \$500.00 to assist with travel costs.
- (b) Local school sport teams or organizations who are hosting a provincial, national, or international competition or event within the local area are eligible to receive a grant to a maximum of \$1,000.00 to assist with associated costs.
- (c) Local minor sports teams who are hosting a provincial, national, or international competition or event within the local area that require facility rentals are eligible to receive a grant to a maximum of \$4,000.00 to assist with facility rental.
- (d) Individuals who reside within the M.D. and are participating in an individual sport that has qualified to advance to a provincial, national, or international competition where travel is required, are eligible to receive a grant to a maximum of \$100.00 to assist with travel costs.
- (e) The M.D. will not distribute funding to:
  - (i) teams or individuals who choose to compete in a tournament; or
  - (ii) school field trips.

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*Date Adopted:* May 9, 1996

*Resolution No:* 96.239

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*Resolution No:* 24.047

(3) Recognitions

- (a) Birthdays: Upon being contacted by a ratepayer the municipality will honour birthdays for 80, 90, and 100 years of age by either presenting or sending a plaque of the milestone acknowledgement.
  - (b) Anniversaries: Upon being contacted by a ratepayer the municipality will arrange for a plaque to be either presented or sent to honour an anniversary that commemorates:
    - (i) The 100<sup>th</sup> year of the existence of a family homestead when that homestead has been consecutively owned by the original family; or
    - (ii) A 50<sup>th</sup> wedding anniversary, and every tenth wedding anniversary thereafter, as well as a 75<sup>th</sup> wedding anniversary, of a living couple.
  - (c) Graduations: Local grade 12 graduating classes may submit a request to the M.D. and receive \$500.00 in support of drug and alcohol-free graduation events or venues, per school, per school year.
- (4) All requests approved by Administration under the authority of this policy will be summarized and presented to Council for information purposes at Regular Meetings of Council throughout the year.

**Review Period**

Within four (4) years from date adopted / amended / reviewed.

**For administrative use only:**

<b>Previous Policy Number:</b> (prior to July 24, 2019)	10.12.11
<b>Related Documentation:</b> (plans, bylaws, policies, procedures, etc.)	Policy: Community Association Operating Grant Policy (#3C.011) Policy: Community Action Grant Policy (#3C.012)

*Date Adopted:* May 9, 1996

*Resolution No:* 96.239

*Date Reviewed*<sub>(01)</sub>: February 27, 2013

*Resolution No:* 13.098

*Date Amended*<sub>(04)</sub>: February 13, 2024

*Resolution No:* 24.047



# POLICY

## Community Association Operating Grant Policy

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3C.011

**Section:** 3.0 Planning and Community Services  
- C. Community Association Support

**Authority:** Council

**Administering Department:** Planning and Community Services

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### Statement

The Municipal District of Bonnyville (M.D.) is committed to financially assisting like-minded, registered not-for-profit community associations, organizations, and societies who demonstrate a financial need through the provision of an operating grant program.

### Purpose

The purpose of the Community Association Operating Grant Policy is to aid in the assurance of the sustainability and functionality of rural community services and/or infrastructure located across the municipality and to establish the associated framework, guidelines, and application process.

### Definitions

For the purposes of this policy:

- (1) "Applicant" means an association, organization, or society that applies for funding through this policy;
- (2) "Chief Administrative Officer" (CAO) means the Chief Administrative Officer of the M.D. appointed by Council, or their delegate;
- (3) "Constitutional Documents" means the documents by which an applicant is incorporated or created and includes a Certificate of Incorporation, Articles of Incorporation, Memorandum of Association, Articles of Association, bylaws, and annual minutes and annual return;
- (4) "Council" means the duly elected Council of the M.D.;
- (5) "Eligible Community Association" means a like-minded association, organization, or society located within the M.D. or its urban neighbors that is recognized by Council as a registered non-profit group or society that provides M.D. residents with necessary rural community services and/or infrastructure;
- (6) "Financial Need" means the difference between the community association's operating costs and their current financial status before receiving M.D. funding;
- (7) "Infrastructure" means the framework of physical facilities that support and sustain an inclusive vibrant community through outlets for recreation, events, gatherings, and programming.

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*Date Adopted:* May 8, 2019

*Resolution No:* 19.240

*Date Amended<sub>(06)</sub>:* March 23, 2022

*Resolution No:* 22.160

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- (8) “Sustainability” means an association’s capacity to remain a viable entity and its ability to provide current or improved services to the community into the future.

## Policy

- (1) The Council approved Eligible Community Associations List is included as Attachment A. These organizations may apply for an Operating Grant every year based on the parameters/criteria defined in this policy.
- (2) The maximum annual funding provided through this grant program is as follows:
  - (a) To a maximum of \$5,000:
    - (i) Community Associations with no hall.
  - (b) To a maximum of \$15,000:
    - (i) Urban Seniors Centres;
    - (ii) Chambers of Commerce excluding the annual membership fee.
  - (c) To a maximum of \$25,000:
    - (i) Agricultural Societies (Excluding Glendon Agricultural Society);
    - (ii) Community Associations with a hall;
    - (iii) Museum/Historical Societies.
  - (d) To a maximum of \$150,000:
    - (i) Glendon Agricultural Society.
- (3) All funding for this grant program is subject to annual budget availability.
- (4) Failure to submit an Operating Grant application for two (2) consecutive years may result in the removal of the community association from the approved list of eligible community associations.
- (5) Administration shall provide Council with an annual list of awarded funding prior to December 31<sup>st</sup> of each year.

## Grant Guidelines

- (1) Criteria and Eligibility
  - (a) Eligible community associations must be listed on the Eligible Community Associations List (*Attachment A*) which includes registered not-for-profit community associations, organizations, and societies that have been approved by Council as like-minded groups providing M.D. residents with necessary rural community services and/or infrastructure.
  - (b) Eligible community associations must demonstrate a financial need for the requested grant funding within their application. The M.D. will review all provided application documentation, including the previous year’s annual financial statement, for proof of demonstrated financial need.
  - (c) The applicant must demonstrate where their current operating shortfall exists and why the funding is required.
  - (d) Should an applicant have sufficient funds in reserves or elsewhere in their budget, the applicant must demonstrate why these funds are not being utilized first.

- (e) This grant program should not be relied upon as a guaranteed continuing source of revenue.
  - (f) The applicant must demonstrate how it is or will remain a self-sustaining organization, such as through the provision of a three-year sustainability plan or project plan.
  - (g) The applicant must demonstrate the pursuit or existence of other contributing regional partnerships with their organization, in-kind or financial.
  - (h) An applicant must submit the following supporting documentation with their application:
    - (i) Constitutional documents (Certificate of Incorporation, Bylaws, Memorandum of Association, or Articles of Association);
    - (ii) Most recent Annual General Meeting minutes;
    - (iii) Previous year's Annual Financial Statement including a list of any investments, guaranteed investment certificates, savings account(s) balances, and all grants received in the last 12 months;
    - (iv) A current list of the Board of Directors with names and positions as filed with the Government of Alberta Corporate Registries;
    - (v) A minimum three-year sustainability plan or project plan.
- (2) Deadlines
- (a) An applicant must submit their completed Community Association Operating Grant Application with all required supporting documentation by September 15<sup>th</sup> of that year to the M.D. Planning & Community Services Department.
  - (b) Applications will be dealt with on a first-come, first-served basis until all funds are allocated.
  - (c) Should funds still be available within the year of application, any applicants who missed the submission deadline, and have not yet received funding, may be considered.
- (3) Application Evaluation and Funding Approvals
- (a) The CAO or designate will review and award all Operating Grants that meet the parameters/criteria outlined within this policy.
  - (b) Council, through annual budget deliberations, will approve the total funds available for the Community Association Operating Grant program.
  - (c) Administration may amend the application form and application guidelines as required and as it pertains to this and all other municipal, provincial, and federal statutes.
- (4) Reporting requirements
- (a) The applicant must report where provided grant funds were utilized within 60 days of the association's annual financial statement release.
  - (b) Should any of the grant funds not be utilized as identified in the application, or if there is misrepresentation in the application, the M.D. may request the approved grant funding be returned forthwith to the municipality.



# Community Association Operating Grant Policy

3C.011

- (c) The M.D. reserves the right to deny future funding requests if the funding reporting requirements are not fulfilled.

## Policy Review

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

## For administrative use only:

<b>Related Documentation:</b> (plans, bylaws, policies, procedures, etc.)	Attachment A: Approved Eligible Community Associations List Form: M.D. Community Association Operating Grant Application
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**Section:** 3.0 Planning and Community Services  
- C. Community Association Support

**Authority:** Council

**Administering Department:** Planning and Community Services

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### **Statement**

The Municipal District of Bonnyville (M.D.) is committed to supporting eligible registered not-for-profit community associations, organizations, and societies with funding for events, programs, and capital projects that provide M.D. residents an opportunity to engage through recreation and culture in the community.

### **Purpose**

The Community Action Grant is intended to establish a consistent evaluation process and framework for grant funding to community associations located within the M.D., including urban centres within municipal boundaries, that are providing recreation, culture, and healthy living opportunities to the residents of the M.D.

### **Definitions**

For the purposes of this policy:

- (1) "Applicant" means an association, organization, or society that meets the criteria outlined within this policy;
- (2) "Chief Administrative Officer" (CAO) means the Chief Administrative Officer of the M.D. appointed by Council, or their delegate;
- (3) "Constitutional Documents" means the documents by which an applicant is incorporated or created and includes a Certificate of Incorporation, Articles of Incorporation, Memorandum of Association, Articles of Association, bylaws, and annual minutes and annual return;
- (4) "Council" means the duly elected Council of the M.D.;
- (5) "Eligible Community Association" means a like-minded association, organization, or society located within the M.D. or its urban neighbors within M.D. municipal boundaries that are recognized as a registered not-for-profit group or society that provides M.D. residents with necessary rural community services and/or infrastructure;
- (6) "Financial Need" means the difference between the community associations operating costs and their current financial status before receiving M.D. funding;
- (7) "Honorarium" means a payment given for professional services that are rendered normally without charge.
- (8) "Major Local Corporation" means a corporation operating locally that is included on the Major Local Corporation List attached to the Community Action Grant Application Form.



## Policy

The Community Action Grant will provide four levels of funding:

- (1) **Events and Programs** up to \$5,000.
- (2) **Minor Capital Projects** up to \$5,000.
- (3) **Moderate Capital Projects** \$5,001 up to \$25,000.
- (4) **Major Capital Projects** \$25,001 up to \$200,000 with a minimum of 50% matching funding from the applicant.

## Resources and Budget

- (1) All funding for this grant program is subject to annual budget availability.

## Grant Guidelines

- (1) Eligibility
  - (a) Eligible applicants include:
    - (i) Registered or incorporated not-for-profit community associations under the Alberta Societies Act based within the M.D. and/or the urban centres located within M.D. municipal boundaries;
    - (ii) Community associations with a primary mandate to provide community health & wellness, arts, culture, and/or recreational services.
    - (iii) Community associations able to demonstrate that other possible funding sources were sought and applied for prior to the submission of their grant application.
    - (iv) Community associations able to demonstrate that the organization is in financial need and does not have funds or resources available to carry out the project/initiative on their own.
    - (v) Community associations that submit a complete grant application with all required supporting documentation.
  - (b) Non-eligible applicants/applications include:
    - (i) Individuals, individual fundraisers, for-profit organizations, and private events;
    - (ii) Any for facilities located on private property without any public access to the land;
    - (iii) Organizations or facilities that are not open to public and/or do not allow reasonable access to the public;
    - (iv) Religious societies registered under the Religious Societies Land Act;
    - (v) School boards, schools, and school-organized activities or teams (see other municipal funding option for school teams);
    - (vi) Projects/initiatives requesting retroactive funding. Approval must be obtained prior to spending any money on an event, program, or project;
    - (vii) Any project funding requests that have previously been deliberated at a Meeting of Council through either a delegation presentation or written request;
    - (viii) Any with ineligible costs that are associated with the following:
      1. the purchase of land and/or buildings;
      2. overhead operational costs in nature or those required to operate an organization including wage/salary, rent, and utilities;
      3. Honorarium costs;

4. Goods and Services Tax (GST).
- (c) Organizations that have received funding from the M.D. through the Major Capital Projects funding level are ineligible to apply for a grant in this funding level again for a five (5) year term.
- (2) Funding Levels

The Community Action Grant may support eligible community associations through only one (1) of the four (4) funding levels below, per applicant, per year:

  - (a) Events and Programs
    - (i) Events and programs must demonstrate a benefit to the residents of the M.D. of Bonnyville. These benefits can include recreational, fitness and healthy living opportunities, active lifestyle activities, community building, and arts and culture experiences. The maximum funding available for an event or program is \$5,000.
  - (b) Minor Capital Projects
    - (i) Minor Capital Projects must maintain or improve infrastructure of existing facilities, or purchasing items deemed essential for the long-term sustainability of the organization to a maximum of \$5,000 in accordance with this policy.
  - (c) Moderate Capital Projects
    - (i) Moderate Capital Projects must maintain or improve infrastructure by way of new construction, expansion, renovation, or replacement of existing facility. The minimum funding to be requested is \$5,001 with a maximum of \$25,000.
  - (d) Major Capital Projects
    - (i) Major Capital Projects must be a community-led capital project or initiative with a minimum project value of \$25,001 and maximum of \$400,000, and must have a minimum of 50 percent secured matching funds.
- (3) Grant Criteria
  - (a) Eligible applicants receiving financial support through the Community Action Grant are required to provide recognition of the M.D. financial support through signage at the project or event sites, subject to approval by M.D. Marketing and Communications department.
  - (b) Applications must include the following supporting documentation:
    - (i) Constitutional documents (Certificate of Incorporation, Bylaws, Memorandum of Association, or Articles of Association);
    - (ii) Most recent Annual General Meeting minutes;
    - (iii) Previous year's Annual Financial Statement including a list of any investments, guaranteed investment certificates, savings account(s) balances, and all grants received in the last 12 months;
    - (iv) A current list of the Board of Directors with names and positions as filed with the Government of Alberta Corporate Registries.
    - (v) A cover letter outlining the project scope, cost, other partnering organizations/groups, and the amount being requested from the M.D.
    - (vi) Detailed project budget.
    - (vii) Detailed project description.
    - (viii) Copies of one (1) to three (3) project/initiative quotations, dependent on size and nature of funding request.

- (c) If an approved project/initiative/event did not start and/or end or occur in the timeframe presented in the approved application, and M.D. funds remain unspent/available, or the project is completed without requiring full use of the awarded funds, such funds are to be promptly returned to the M.D..
  - (d) Funding priority will be given to those Major Capital Projects or applicants that:
    - (i) are expected to provide a benefit to M.D. residents over a long period of time (five (5) years or more);
    - (ii) are led and owned by organizations registered under the Alberta Society's Act;
    - (iii) can demonstrate their long-term commitment to the community.
  - (e) Eligible Major Capital Project applicants will be required to present their requests as a delegation to Council in accordance with the Council Delegation Policy, prior to final approval.
- (4) **Deadlines**  
Grant applications must be submitted to the M.D. Planning & Community Services Department by the following deadlines:
- (a) Events and Programs, and Minor Capital Projects: March 15, June 15, or October 15.
  - (b) Moderate and Major Capital Projects: March 15.
  - (c) Applications will be dealt with on a first-come first-served basis until all funds are allocated.
  - (d) Those applicants who miss the submission deadline and have not yet received funding may be considered if funds are still available in the program budget within the year of application.
  - (e) Should applicants miss the deadline or all funds become allocated for the application year, applications will not be carried forward into the next application year.
- (5) **Application Evaluation and Funding**
- (a) The CAO or designate will review and may award Community Action Grant applications that meet the parameters/criteria outlined within this policy up to a value of \$25,000.
  - (b) Major Capital Project applications will be reviewed by Administration. An award recommendation will then be provided for Council consideration and approval following a Council delegation presentation by the applicant.
  - (c) Not all requests that meet the established eligibility will be approved at the full amount requested.
  - (d) During the annual municipal budget process, Council shall determine the maximum annual funds available for the Community Action Grant program for that year.
  - (e) Administration may amend the application and guidelines, as required and as it pertains to this policy and all other municipal, provincial, and federal statutes.
- (6) **Reporting Requirements**
- (a) All Moderate and Major Capital Grant Community Action Grant recipients must submit a report within 60 days of the project completion date with the following information:
    - (i) a summary of the project outcomes and the impact on our local community.



# Community Action Grant Policy

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- (ii) A financial statement including proper account of receipts and expenditures relating to the project, and how the funds were spent.
- (b) The M.D. reserves the right to deny future funding requests by any applicant should the reporting requirements not be fulfilled.

## Policy Review

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

### For administrative use only:

<b>Related Documentation:</b>	Attachment A: Applicants Guide
(plans, bylaws, policies, procedures, etc.)	Form: M.D. Community Action Grant Application Form

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*Date Adopted:* May 8, 2019

*Resolution No:* 19.241

*Date Amended*<sub>(04)</sub>: February 9, 2022

*Resolution No:* 22.054

**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>(02)</sub>:* May 9, 2023

*Resolution No:* 23.314

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- (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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*Date Adopted:* October 21, 2020

*Resolution No:* 20.582

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

*Resolution No:* 20.685

*Date Amended<sub>(02)</sub>:* May 9, 2023

*Resolution No:* 23.314

- (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:

<p><b>Related Documentation:</b>          (plans, bylaws, policies, procedures, etc.)</p>	<p>Form: Delegation Request Form          Procedure: Delegation to Council Procedure          Bylaw: M.D. Procedural Bylaw</p>
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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>(02)</sub>: May 9, 2023

*Resolution No:* 23.314