

# Town of Saltcoats

## OFFICE OF THE TOWN ADMINISTRATOR

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POLICY NAME: DELEGATION TO COUNCIL

POLICY NO. ADMINISTRATION 14-01

POLICY REFERENCE: Delegation to Council

DATE ADOPTED: January 22, 2014

DATE AMENDED/REVIEWED: January 24, 2018



### **PURPOSE:**

To provide a fair and consistent process for the Town of Saltcoats Council to consider requests for a delegation to Council.

To ensure that the Town of Saltcoats Council is fully informed in advance of a delegation attending a meeting of Council.

### **POLICY:**

All requests for a delegation to Council will be considered by Council.

A request to attend a regularly scheduled council meeting shall be submitted to the Town Office on the prescribed "Request for Delegation to Council" form. All requests must be received in the Town Office a minimum of three (3) business days prior to the scheduled meeting.

Council reserves the right to:

- limit the number of delegations attending any one council meeting.
- limit the number of speakers and amount of time allotted to any delegation.
- to refuse a request for a delegation to council if the request submitted is not relevant to the affairs of the Town of Saltcoats or Town Council.

### **PROCEDURE:**

1. Any individual or group wishing to speak to Council must complete the "Request for Delegation to Council" form.
2. Requests must be received in the Town Office a minimum of three (3) business days prior to the meeting of Council.
3. If the delegation is approved, the date and time along with any time limit will be confirmed by the Administrator or designate.

**REQUEST FOR A DELEGATION TO TOWN OF SALTCOATS COUNCIL**

Meeting at which time is requested: \_\_\_\_\_

Amount of Time Requested: \_\_\_\_\_

Name of presenter(s):	Phone Number	Fax Number	Email
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Representing: \_\_\_\_\_ (Group) \_\_\_\_\_ (Personal Concern)

Subject Matter:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Questions/Concerns/Proposals for Council consideration:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please submit request a minimum of three (3) business days prior to the date of the Council meeting.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

<p><b>FOR OFFICE USE ONLY</b></p> <p>Date of Council meeting confirmed: _____</p> <p>Time required confirmed: _____ minutes</p> <p>Item added to the agenda package confirmed: _____</p>
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