

# POLICY

## SUBJECT

Presentations to Council

APPROVAL DATE:

April 10<sup>th</sup>, 1995

### PREAMBLE:

It shall be a policy of Council to require proper notice from any person and/or delegation to appear before Council.

### TERMS:

Any person and/or delegation wishing to appear before Council must submit a written request to the Municipal Clerk at least three (3) working days prior to the next regularly scheduled meeting, stating the nature to it's presentations.

The Municipal Clerk shall be provided with a written copy of the presentation which shall be retained as background information, along with the name of the spokesperson on behalf of the delegation.

Any person and/or delegation making a presentation to Council shall be allowed a maximum of fifteen (15) minutes to address Council followed by an appropriate time for the person and/or delegation to respond to any questions members of Council may have. Additional time may be allocated at the discretion of Council.

It shall be policy of Council to either refer all such requests from any person and/or delegations to the appropriate committee of Council for a recommendation or to the "New Business" Section of the Council Agenda for direct Action by Council.

### AMENDMENT: **February 11, 2002**

Presentations will be heard from 7:00 - 8:00 P.M. at the regular monthly Council Meeting.