

CYPRESS COUNTY POLICY

TITLE:	Council Meeting Delegations	POLICY NO.:	COU 7
AUTHORITY:	Resolution No.: 2017/381	DATE:	August 15, 2017
REVISED:	Council Reviewed	DATE:	March 5, 2018

PURPOSE

It is recognized that there are occasions when municipal stakeholders, such as an individual, group or organization, want to appear before Council to discuss specific issues that cannot be resolved at an administrative level.

GUIDELINES

1. Individuals, groups and organizations that own property, reside or operate in the County and wish to engage Council on a matter must submit a written request to the Chief Administrative Officer (CAO) outlining the subject matter and the desired result.
2. If the matter is under the governance authority of Council, an information brief will be drafted for the next suitable Council meeting, including relevant background information and policy interpretation. The stakeholder will be informed of the date and time for the delegation, with a presentation limit of 15 minutes and additional time for questions.
3. If the matter is administrative in nature, the CAO will have a written response prepared and sent to the original stakeholder, with a summary report to Council. If the administrative response is not acceptable to the stakeholder and they believe they need to appear before Council to speak directly on the matter, a written request for delegation approval must be submitted to the CAO to be placed on the next suitable Council meeting agenda.
4. Individuals, groups and organizations that do not own property, reside or operate within the County will not be considered for delegation status
5. Sales persons or business representatives will not be considered as a delegation unless specifically requested and approved by Council.
6. The Reeve shall have the authority to approve the appearance of any delegation in an urgent or emergent matter without the consent of the Council.