

TOWN OF CLARESHOLM

POLICY

POLICY #COUN 12-07

REPLACING POLICY #

EFFECTIVE DATE January 1, 2008

SUBJECT Delegations to Council

DEPARTMENT Administration

AUTHORITY Council Resolution

DATE PASSED December 19, 2007

PURPOSE: To establish a consistent policy for Delegations to Council.

GUIDELINES:

1. Parties wishing to meet with Council as a Delegation to a regular Council meeting must inform the Secretary-Treasurer of the Town of Claresholm, and put their request in writing. This request must be received at the Town Office by 4pm the Thursday prior to the scheduled meeting.
2. There will be a limit of two (2) delegations allowed to any scheduled meeting. Requests to increase this number will be at the sole discretion of the Mayor.
3. All parties that attend a Council meeting and speak on behalf of an issue must sign the "Council Delegation Sign-in Sheet." This record will be filed with the Council meeting minutes.
4. Delegations will be limited to a maximum of fifteen (15) minutes to discuss the issue. Any delegations running over this time limit will be at the discretion of the Mayor.
5. Decisions on delegation issues will not be made at the same meeting, but rather at the next regular Council meeting.