

THE VILLAGE OF MONTROSE

POLICY TITLE: DELEGATIONS TO COUNCIL POLICY

POLICY #0551

POLICY STATEMENT:

It is the policy of Council that all delegations shall fill out a "Delegation Request" before being permitted to appear in front of Council.

POLICY BACKGROUND:

The Village Council recognizes the value of local clubs, groups, organizations and individual citizens of being provided with an opportunity to present various issues, ideas and requests before Council; however would like sufficient time to review delegation material and to prepare any questions or concerns they may have.

POLICY GOAL:

It is the goal of this policy to provide direction in the handling of requests to appear as a delegation to Council.

POLICY OBJECTIVES:

1. Delegations are required to submit the attached "Form A" before being permitted to present at a Council Meeting.
2. The subject of the presentation should preferably be a local issue over which the Council can have some influence. This would still include items of a Provincial or Federal nature that have general application to all municipalities or to the Village in particular.
3. All requests must be submitted one week prior to the meeting to enable Staff to provide Council members with a copy of the intended presentation and to obtain any necessary background information to properly consider the presentation.
4. The number of delegations on any Council Agenda shall be limited to two (2).
5. All delegations shall be afforded fifteen (15) minutes to make their presentation and answer any questions or concerns from Council.
6. Where a delegation has previously addressed Council on a particular issue, if a subsequent request is received and no new significant information is being provided, the Corporate Officer will be granted the authority to not place the item on the Agenda, but will circulate the request as an item of general information.

7. Delegations concerning a bylaw where a public hearing has been held will not be permitted.
8. It should be noted that except in urgent cases, Council may not respond immediately to requests made by delegation. Usually, the matter will be taken under consideration and dealt with at a later meeting. Council may also wish to have a report from staff, especially on something of a technical nature which may require some research. The Mayor may indicate when a response will be available but if not, delegation will be advised by the Chief Administrative Officer, or another member of staff, in due course.

Initially approved at meeting #29-13 on September 3, 2013

Last reviewed and confirmed unchanged at meeting #28-25 on September 2, 2025

Next scheduled to be reviewed on September 7, 2026



FORM A – POLICY #0551

REQUEST TO APPEAR AS A DELEGATION TO COUNCIL ON:

____ - ____ - ____
Year Month Day

NAME OF PERSON MAKING PRESENTATION: _____
Print

ADDRESS: _____
Street Address City Province Postal Code

PHONE: _____ FAX: _____
Home Business

E-MAIL ADDRESS: _____

DETAILS OF PRESENTATION

PLEASE NOTE

- PowerPoint presentations must be provided on a CD, memory stick or by e-mail no later than 4:00 p.m., one week prior to the Council meeting.
- Copies of written submissions, handouts, photos, etc. must be submitted to the Village office no later than 4:00 p.m., one week prior to the meeting.
- Printed materials may not be distributed to Council during a Council meeting.
- Delegation presentations and Q&A session limited to 15 minutes.