



Village of Stirling

Policy #001-08



Section:	ADMINISTRATION	Subject:	COUNCIL MEETING DELEGATIONS & SUBMISSIONS
Approval Date:	July 2, 2008		
Amendment Date:	January 20, 2016		

Council Meeting Delegations & Submissions

Policy Statement:

The Village of Stirling strives to provide regular Council meetings that are transparent, open and sufficiently flexible to reflect the size and dynamic needs of our small community while at the same time balance the need for effective and efficient meetings. The Village is also committed to providing adequate background information to Council when they are making decisions on issues that arise throughout the community. This policy outlines the procedures for submitting information to be presented at an upcoming Council meeting. The policy will allow Council to make informed decisions on the issues that arise.

Procedures:

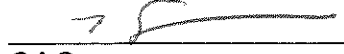
Any person who wishes to speak to or make a presentation to Council on any matter must, according to the Procedure Bylaw, notify the Chief Administrative Officer (CAO) with reason. The request to be added to as a delegation to a Council agenda shall be made, at least, three (3) business days in advance of a scheduled Council Meeting. A request is made by completing Schedule A and submitting it to the Village Office along with any additional related material.

All delegations will be limited to ten (10) minutes, unless otherwise waived by consensus of Council. Time restriction may be waived due to circumstance or nature of the discussion or presentation.

Any urgent request received after the submission deadline shall be made by completing Schedule A and must state the nature and the urgency of the issue. If it is deemed the submission is not time urgent, it will be put on the next scheduled Council Meeting agenda. Otherwise the submission will be presented at the Council Meeting and Council will decide if the delegation request may be added as a new agenda item. If Council denies the new item delegation request, the submission will be held over until the next scheduled Council Meeting.



Mayor



CAO