



Village of Stirling

Policy AR05 - 20



Section:	ADMINISTRATION	Subject:	COUNCIL MEETING DELEGATIONS & SUBMISSIONS
Approval Date:	December 2, 2020		

Council Meeting Delegations & Submissions

Policy Statement:

The Village of Stirling is committed to providing adequate background information to Council when they are making decisions on issues that arise throughout the community. The following policy outlines the procedures for submitting information to be presented at an upcoming Council meeting. This policy is in place to allow Council to make informed decisions on the issues that arise.

Procedures:

All delegations/citizens wishing to make presentations to Council, or make submissions to the Council agenda, **MUST** submit the material and/or information to either the Chief Administrative Officer or the Director of Stirling Services **NO LATER** than three (3) business days (by noon at the latest) prior to an upcoming Council Meeting. With the current Council meeting schedule, this deadline would be the Friday preceding a Council meeting.

Any urgent requests that are made between the submission deadline and the upcoming Council meeting **MUST** be made, in writing stating the nature and the urgency of the issue, to the Chief Administrative Office. If it is decided that the issue is not a time urgent issue, the issue will be held over until the next scheduled Council Meeting. The Chief Administrative Officer will notify the party making the request upon reaching their decision.



Mayor – Trevor Lewington



CAO – Scott Donselaar