

The Municipality of Lambton Shores

Policy: 076
Effective Date: April 17, 2014

Delegation Policy

Purpose: To adopt a consistent, fair and equitable policy to allow resident of Lambton Shores to share information and personal viewpoints with council prior to a decision being made on issues

Procedure

Council welcomes and encourages public input, and establishes the following rules to ensure an equal opportunity for people to participate in Council meetings:

- a) *Immediately following "Council Reports" at each regular Council meeting, 10 minutes of time will be allocated as an opportunity for any person or "Delegation" to present an opinion or provide information on an item listed on the agenda for that meeting.*
- b) *Any person wishing to make a delegation must submit a written request form to the Clerk no later than before noon on the day preceding the meeting. Full contact information is to be provided, as well as information on the item on the agenda he/she wishes to address and the general nature of his/her concern or information to be provided.*
- c) *Each person shall be limited to a maximum of two (2) minutes, and will be restricted to speaking only to those matters referenced in the written request.*
- d) *A maximum of 5 people will be allowed to address Council at each meeting.*
- e) *Questions may be asked by individual members of Council following the presentation, for clarification on an issue raised during the delegation, or to seek additional information.*
- f) *No decisions will be made nor will an official municipal response be provided as a result of comments made during the presentation; however, members may consider the comments when deliberating on the issue on the agenda.*
- g) *The applicable "Rules of Conduct" as outlined In Part 15 of the Procedural By-law will apply to all delegations. Abuse of the speaking privilege, or disrespect for decorum may result in Council suspending further speaking opportunity of the delegate*