

## Resort Village of Shields Policy for Delegations to Council

Council is ready to receive input at Council meetings from ratepayers of Shields, and other groups or individuals. Input could be feedback concerning actions already taken by Council, suggestions regarding actions recommended to Council or requests for support from Council.

### **Delegations Procedures**

1. Delegations notify Administrator 7 days in advance of Council Meeting that they will be presenting.
2. Delegations prepare and send a written presentation to Administrator 7 days prior to the meeting. The written presentation ensures all members of Council receive the same input. Where possible, recommendations for specific action by Council should be included in presentation. The written material should indicate who prepared, date, home phone number or email address.
3. Delegations shall be allowed 5 minutes for their presentation.
4. Discussion and questions will be allowed additional time as decided by the chairperson.
5. Delegations with more than one individual involved shall appoint a “spokesperson” to deliver the entire presentation. He/she may ask the delegation if there is anything they have missed and ask permission of the chairperson to continue on to include any missed items.

### **Council Procedures**

Council may choose to deal with the issue at the meeting or address at the next meeting of Council.