

MUNICIPALITY OF THE COUNTY OF INVERNESS

POLICY

POLICY NAME: DELEGATION APPEARING BEFORE MUNICIPAL COUNCIL

PREAMBLE: It shall be the policy of the Municipality of the County of Inverness to permit presentations to be made to Council, related to issues and topics relevant to Municipal Council, whether the presentation is in support or opposition to positions adopted by Inverness County Council.

Matters related to personnel issues, or matters in which the Municipality of Inverness has entered into legal proceedings, will not be entertained by Municipal Council.

POLICY:

1. All persons or groups wishing to make a presentation to Council shall provide their presentation in writing to the CAO's Office, not less than 10 working days prior to the Council Meeting, at which the delegation wishes to appear.
2. Any approved delegation that fails to submit the required documentation within the specified time limits will be deferred to another date.
3. Council has the right to refuse a presentation.
4. The CAO and Warden shall review each presentation request, and if either or both have concerns regarding the appropriateness of the presentation content, then the presentation will be referred to a Committee Meeting of Council for a decision on appropriateness.
5. The CAO's office will respond to presentation requests not less than ten working days prior to the Council Meeting, if the Warden and CAO agree that the presentation is appropriate for Council, and the CAO's office shall advise the presenter of the location and time of the meeting.
6. The CAO's office will notify presenters of the hardware requirements,

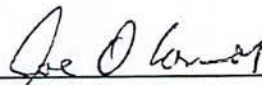
if the presenter wishes to include an electronic presentation (i.e. memory stick, CD, etc.).

7. Presenters are encouraged to have only one speaker, who will be limited to a 15 minute presentation. Presentations may have more than one speaker, but collectively, speakers are limited to the 15 minute time period. Staff shall make presenter(s) aware of this time limit when arrangements for the presentation are being made.
8. Questions from members of Council may follow the presentation.
9. A resolution shall not be put forth on the issue of the presentation, at the Council Meeting at which it is received. A resolution may be put forth at the next Council Meeting. If urgency dictates an early decision, Council will require a two-thirds vote of Council to deal with the issue.
10. The Chair will acknowledge and thank the presenters.

Approval:

Policy Committee Review: March 7, 2011
Council - 7 Day Notice: March 14, 2011
Council Approval: May 2, 2011

This is to certify that the above policy was approved by Municipal Council on the



Joe O'Connor