



## Delegate Presentation to Council Policy

### Policy # 2022 - 02

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**Motion:** 2022.11.212 **Adopted:** 2022.11.15

**Reference:** Freedom of Information and Protection of Privacy Act.  
Bylaw # 2021-300 Council Procedures

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**Prepared By:** Janet Edwards, Village Manager

**Up For Review:** 2026.11

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#### **Policy Statement**

The Village of Hill Spring Council meetings are open to the public to provide residents with an opportunity to observe the proceedings, stay informed on the latest issues in the community, and to make presentations to Council. Residents are encouraged to attend council meetings and to make presentations directly to Council.

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#### **Policy Purpose:**

Is to outline the process for making presentations to Council, which will ensure that presenters are aware of expectations and requirements, and that Council has the necessary information and time to make an informed decision on matters brought to it by the public.

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#### **Definitions**

**Administration** – Village Manager &/or Village Office Manager or delegated administration staff

**Council** – Elected officials of the Village of Hill Spring

**Municipality** – The Village of Hill Spring

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### ***Requesting a Presentation to Council***

Individuals or groups who wish to make a presentation to Council must submit a request in writing to the Village Manager by Wednesday, 12:00 noon prior to the council meeting they wish to present at. Reference: Appendix 1 (Bylaw # 2021-300 Council Procedure).

See attached "Schedule A" for the form to be used for this purpose. Presenters must provide the following information in advance in order to present to Council:

- Contact information of the presenter(s)
- The subject matter and a summary of the presentation
- A copy of the presentation materials
- Any other relevant and supporting background information

This process ensures Council has enough information to make an informed decision, and enough time to review the presentation materials before the council meeting. Presenters are encouraged to discuss their presentations with the Village Manager prior to the scheduled council meeting to anticipate any questions or concerns Council may have. Time sensitive presentations, or requests submitted with adequate background information, may be considered with less notice at the Village Manager's discretion.

Council meeting minutes will reflect the delegation presentation.

Any documents provided to Council or the Village Manager and/or Administrator in relation to the presentation, are considered public documents but will be subject to the Freedom of Information and Protection of Privacy Act.

Depending on the information provided and discussed, the Village Manager may place the presentation on the appropriate council meeting agenda or deem how the subject matter can be best addressed.

Requests for presentations pertaining to a matter outside of the Village of Hill Spring jurisdiction, or requests containing matters already dealt with by Council without any new information or developments, will not be heard by Council.

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### ***Presenting to Council Procedure:***

- In the interest of time and other items on a council meeting agenda, presentations will be limited to a maximum of ten minutes. (Note: Depending on the nature of the item being discussed, "the Council may allow an individual or a delegation to address Council at the meeting provided written application has been received by the Village Manager and/or Village Office Manager by 12:00 noon on the Wednesday prior to the meeting. Each address must be limited to 10 minutes unless a longer period is agreed to by unanimous vote of those council members present at the meeting." (Procedure Bylaw 18.1)

- Presentations must be consistent with the subject matter provided in the backgrounder on the approved presentation request. Delegations will not be permitted to deviate from their original subject matter.
  - Groups making a presentation to Council will be required to designate a maximum of two individuals to deliver the presentation, indicate if they are an official group or an ad hoc group and provide a written list of the names of the group.
  - Following the presentation, Council may have questions or suggestions directed to the presenter(s), who will have an opportunity to respond to any concerns raised by Council.
  - The matter presented will *not be open for debate*, Council may ask questions for clarity, but will not provide comments in support or against delegations during the presentation.
  - Depending on the nature of the presentation, Council may make a decision after the delegation's presentation, at the council meeting of the presentation, or at a later council meeting.
  - The presenter(s) will receive a written response from either Council or Village Manager and/or Administration on any presentation that requires a decision by Council.
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**Please return the completed “Schedule A” form to:**

Janet Edwards, Village Manager

Village of Hill Spring,

11 East, 2<sup>nd</sup> Ave. South,

Box 40, Hill Spring, AB TOK 1E0

Email: [office@hillspring.ca](mailto:office@hillspring.ca)

**Schedule "A"**

**DELEGATE PRESENTATION TO COUNCIL FORM**

This form must be submitted to Administration by Wednesday, 12:00 noon prior to the Council Meeting you wish to present at. Presenters should review the presentation policy prior to completing this form.

1. Presenter(s) Name(s): \_\_\_\_\_
2. Address: \_\_\_\_\_
3. Phone: \_\_\_\_\_ Email: \_\_\_\_\_
4. Reason you wish to appear before Council (brief summary of presentation and identify specific request if any):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Date of Council/Committee meeting at which you wish to appear: \_\_\_\_\_
6. Are you presenting (check box below):
  - Yourself
  - An Organization/Society/Club (Name): \_\_\_\_\_
  - A Business (Name): \_\_\_\_\_
  - Other (Please Specify): \_\_\_\_\_
7. Please attach a copy of your presentation and any other background information to this application. Your presentation will be provided to Council prior to the meeting to provide Councillors an opportunity to review your submission.
8. Does your presentation require audio/video equipment? If so, please specify your requirements:  
\_\_\_\_\_  
\_\_\_\_\_

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## **APPENDIX 1**

### **Bylaw # 2021-300 Council Procedure**

#### **DELEGATIONS:**

18. (1) The Council may allow an individual or a delegation to address Council at the meeting provided written application has been received by Village Manager and/or Village Office Manager by 12:00 noon on the Wednesday prior to the meeting. Each address must be limited to 10 minutes unless a longer period is agreed to by unanimous vote of those council members present at the meeting.
- (2) If any individual or delegation attends a council meeting at the invitation of council, a period of longer than 10 minutes for the presentation may be agreed upon at the time of the invitation.
- (3) Where written application has not been received by the Village Manager and/or Village Office Manager as prescribed in section 18(1), an individual or delegation may address the meeting if approved by the unanimous vote of the council members present at the meeting.
- (4) Council must not permit a delegation to address a meeting of the Council regarding a bylaw in respect of which a public hearing has been held, where the public hearing is required under an enactment as a pre-requisite to the adoption of the bylaw.
- (5) The Village Manager and/or Village Office Manager may schedule delegations for another Council meeting or advisory body as deemed appropriate according to the subject matter of the delegation.
- (6) Ground for refusal:
- The Village Manager and/or Village Office Manager may refuse to place a delegation on the agenda if the issue is not considered to fall within the jurisdiction of Council;
  - The delegation appeared before council at the last council meeting regarding the same subject matter, and was not specifically requested by council to appear again;
  - The delegation appeared before council at a previous council meeting regarding, the same subject matter, and does not have significant new information to offer council;
  - The delegation does not provide at the time of its application to appear before council, a detailed written outline of its subject matter and its request;
  - Any other grounds that Village Manager and/or Village Office Manager may consider sufficient.

If the delegation wishes to appeal the Village Manager and/or Village Office Manager decision, the delegation's application information must be distributed under separate cover to Council for their consideration. Council must consider the delegation's application at the next council meeting, and either approve the Village Manager and/or Village Office Manager decision or decide to accept a presentation from the delegation at a subsequent council meeting. The Village Manager and/or Village Office Manager shall advise the delegation in writing, advising the delegation of Council's decision, and if necessary, arranging for the delegation to appear at a future council meeting.

**FOR OFFICE USE ONLY**

<p><b>Date Request Received:</b> _____</p> <p><b>Approved:</b> _____ <b>Not Approved:</b> _____ <b>Applicant Notified:</b> _____</p> <p><b>Reason "Not" Approved:</b> _____</p> <p><b>Date of Presentation:</b> _____</p>
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