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|  | <b>COUNCIL POLICY</b> | <b>Policy No:</b> CP-1037-22  |
|   |                       | <b>Approved By:</b> Council   |
|   |                       | <b>Effective Date:</b><br>January 1, 2023<br><b>Resolution No.:</b><br>RCM-251-22<br><b>Last Reviewed Date:</b><br>December 5, 2022 |
|   |                       | <b>Division:</b> Corporate Services<br>- City Clerk's Office  |

## DELEGATION REQUEST POLICY

### POLICY STATEMENT


Council meetings are open to the public to provide community organizations and residents with an opportunity to observe Council proceedings, stay informed on the latest issues in the community, and to come before Council as a Delegation to make presentations.

### 1. PURPOSE

- 1.1 To set out the process for the receipt and consideration of requests to come as a Delegation.

### 2. DEFINITIONS

- 2.1 "City" means the municipal corporation of City of Spruce Grove in Province of Alberta.
- 2.2 "City Manager" means the administrative head of the City.
- 2.3 "Corporate Leadership Team" means a group comprised of the City Manager and General Managers within the City.
- 2.4 "Council Delegation" means a Delegation that meets the following criteria:
  - (a) contractual obligation to report to Council;
  - (b) legislative requirement to report to Council;
  - (c) internal Boards and Committees; or

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(d) intergovernmental groups.

Council delegations do not have a time limit to address Council.

2.5 “Delegation” means an organization or group comprised of more than one individual that wish to speak on a common topic that appears before and presents to Council at a Council meeting or Committee of the Whole meeting as a result of having submitted a Delegation request.

2.6 “Governance” means the responsibility of a governing body to set the high-level direction of an organization, overseeing progress towards stated goals and ensuring accountability.

2.7 “Public Delegation” means any Delegation that does not meet the criteria for a Council Delegation. Public Delegations are permitted to address Council for a maximum of 10 minutes.

### 3. RESPONSIBILITIES


3.1 The City Manager must decide:

- (a) whether a Delegation request will be granted; and
- (b) what meeting the Delegation will be scheduled on if the request is granted.

### 4. REQUESTS TO COME FORWARD AS A DELEGATION

4.1 Organizations may request an appointment to be heard by Council as a Delegation.

4.2 Requests to come forward as a Delegation must be submitted in writing to the City Manager. The request must include the following:

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- (a) Name and mandate/purpose of the organization;
- (b) Contact information of the presenter(s);
- (c) The subject matter and a summary of the presentation; and
- (d) Any other relevant background information.


- 4.3 The City Manager must review the request in consultation with the Corporate Leadership Team and the City Clerk. The City Manager may consult the Mayor, as needed. It is at the discretion of the City Manager to approve and determine what Council or Committee of the Whole meeting the appointment will be scheduled for, to refuse a request, or to refer the request to Administration.
- 4.4 Based on the criteria established in sections 2.3 and 2.6, an approved Delegation will be designated a Council Delegation or Public Delegation.
- 4.5 A Delegation will be considered to be one person regardless if there is more than one spokesperson or a number of members of the group who will be present.

## 5. APPROVED DELEGATION REQUESTS

- 5.1 Any documentation that will be presented to Council, must be submitted no less than two weeks (14 days) before the meeting the appointment has been scheduled for. Failure to meet this deadline may result in the appointment being rescheduled to a later Council or Committee of the Whole meeting.


## 6. PROHIBITED REQUESTS

- 6.1 The following types of Delegation requests will be refused without further consultation:

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- (a) Promotion of private business(es), group(s) or individual(s);
- (b) Any request related to one or more of the following:
  - (i) matters before or previously heard by the Subdivision and Development Appeal Board;
  - (ii) matters before or previously heard by the Assessment Review Board;
  - (iii) matters requiring the holding of a statutory public hearing or for which a public hearing has already been held;
  - (iv) any matter pertaining to an enforcement complaint, investigation or action, or which is subject of a legal challenge through the Court system;
  - (v) any topic deemed not public at the time the request is submitted, or which contravenes the *Freedom of Information and Protection of Privacy Act*, R.S.A. 2000 c F-25, as amended;
  - (vi) any subject matter that does not fall within the jurisdiction of municipal government;
  - (vii) any subject matter that is not related to Governance and within the jurisdiction of Council as determined by the *Municipal Government Act*, R.S.A. 2000 c M-26, as amended; and
  - (viii) any subject matter that falls within the operational purview of the City Manager.

6.2 If a Delegation request pertains to a duplicate or identical topic to that of a recently granted request from another individual or organization, the request will be denied.

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- 6.3 The City Manager will advise Council of any Delegation requests that are not granted and the rationale for not granting the request.

## 7. SUBSEQUENT REQUESTS

- 7.1 Requests for reappearance on a specific matter will only be permitted if the information to be presented is new or a significant addition to that which was previously presented.

## RELATED DOCUMENTS

Council Procedure Bylaw

### Approval

Mayor: Original signed by Mayor Acker

Date: December 6, 2022