

THE CORPORATION OF THE TOWN OF FORT SMITH  
PERSONNEL, POLICY AND PROCEDURES MANUAL

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POLICY NUMBER: 1.6

SECTION: 1.0

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MOTION NUMBER: 307-86

SUPERSEDES: Policy 1-81

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EFFECTIVE DATE: May 06, 1986

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SUBJECT: Delegations

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Mayor

  
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Secretary-Treasurer

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Situation Covered

Whereas the conduct of members of Council is constrained both by Council's Code of Ethics and by the Council Procedures By-law, when members of the public appear before Committees or Council, they may not be aware of the manner in which delegations should be made. This policy suggests some guidelines for their conduct and lays down some basic requirements regarding delegates and delegations.

1. Delegations will normally appear before committees, rather than Council.
2. Applications to appear as a delegate before Council, must be in writing and submitted to the Town Office not later than 12 o'clock noon on the Friday, immediately preceding the Council meeting. Delegates wishing to appear before a committee shall give notice at least two days before the committee meeting.
3. A written presentation is to be made to Council, a copy for duplication shall be provided, to the Town Office at the time of application to be a delegate.

4. The purpose of a delegation is to make a presentation to Council, it is not intended as an opportunity for debate between the delegate and the Council members.
5. A maximum of ten (10) minutes will normally be allowed for presentation by a delegate, followed by a question period, if required.
6. Delegates shall make their presentations as concisely as possible and shall restrict themselves to the stated subject.
7. Delegates shall, at all times, conduct themselves with decorum and in a courteous manner. Delegates shall refrain from insulting, demeaning or ridiculing any person or persons.
8. Matters concerning the character or conduct of individual employees of the Town, shall not be discussed at a public meeting, but shall be referred to the Executive Committee.
9. Matters brought before Council, that have not been previously discussed by Council or committee may be referred to the appropriate committee to allow for research.
10. The chairperson of the meeting has complete control of the meeting and is authorized to take appropriate action to maintain order, including, if necessary, the expulsion from the meeting of any person(s) behaving in a disruptive or unruly manner.
11. The provisions of this policy, where applicable, shall apply to delegates appearing before a committee.
12. A copy of this policy shall be made available to any person applying to appear as a delegate before council or committee.