

**MUNICIPAL DISTRICT OF FAIRVIEW NO. 136**

**DELEGATIONS POLICY**

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**PURPOSE OF POLICY:**

To set out Council Meeting delegation guidelines.

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**POLICY:**

Council will permit a maximum of three delegations at any of their Council Meetings. Delegations will be limited to **15 minutes** to state their business and answer questions unless additional time is arranged with the CAO.

Council Meetings are held the 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays in the Municipal District of Fairview No. 136 Council Chamber at 10957-91 Avenue and are open to public.

Any request to appear before Council shall be received, in writing, prior to 1:00 p.m. on the Wednesday preceding the meeting in order to be placed as a new matter on the Council Agenda.

Delegations are accepted on first come, first serve basis. Once the three delegation limit is met, additional requests are put forward to the next available Council meeting.

Council policy shall only hear one delegation representing each side of a particular issue. If there are several requests to be heard representing the same viewpoint on a particular issue, delegations will be contacted by the Office of the Municipal District of Fairview No. 136 and requested to combine their presentations and choose one representative to appear before Council.

Council members may ask questions or comment on the information presented once the presentation is completed.

Decisions of Council will not be made while the delegation is in attendance.

Date Approved January 28, 2014 (Revised)  
Reviewed

Policy # 11-D-1