



CITY OF WEST KELOWNA

COUNCIL POLICY MANUAL

Pages: 1 of 2
Approval Date: 2018-SEP-04

SUBJECT: **DELEGATION REQUEST PROCEDURE**

NOTE:

***This Policy does not apply to Development Applications.
See the Development Application Delegation Request Policy for additional information.***

Delegations

Council Meetings are held the 2nd and 4th Tuesdays in the City Hall Council Chamber at 2760 Cameron Road and are open to the public. Please refer to the Council Key Date Calendar which is available from the Legislative Services Department or on the City's Website, as this schedule may be subject to change throughout the year.

All delegations requesting permission to appear before Council shall submit a written request to address the members of Council, including a written brief outlining their intended presentation. The delegation may be required to meet with the Corporate Officer to determine if the delegation will be scheduled for a future Council meeting or referred to staff for action/response.

The provision of a written brief prior to the Tuesday meetings enables Staff to provide Council Members with a copy of the intended presentation prior to the meeting in order to obtain any necessary background to properly consider your presentation.

Any request to appear before Council shall be received, in writing, prior to 10:00 a.m., 7 days preceding the Council meeting in order to be placed as a new matter on the Council Agenda. The number of delegations on any Council agenda will be limited to four (4).

A request to appear before Council pertaining to an item already on the Agenda shall be received up to 4:00 p.m., the business day prior to the Council meeting.

All delegations shall be limited to five (5) minutes to make their presentation and shall be restricted to the topic as included on their written submission.

Where a delegation has addressed Council on a particular issue, if a subsequent request is received from the same delegation to address Council on the same issue, and no new significant information is being provided, the Corporate Officer will be granted the authority to not place the item on the Agenda, but will circulate the request under separate cover as an item of general information.

Delegations concerning a bylaw where a public hearing has been held will not be permitted. Delegations concerning an issue which is before the Courts or on which Council has authorized legal action will not be permitted.

Note: This policy is based on the Delegation section of the Council Procedure Bylaw.

