



Office Use Only

Received by: _____ Date: _____

Time: _____

DELEGATION REQUEST FORM

Submissions must be received by 4:00 PM the Thursday prior to a regularly scheduled council meeting.

Applicant Name(s): _____

Organization (if applicable): _____

Requested Meeting Date: _____

Contact Email: _____

Phone Number: _____

Mailing Address, Civic Address, and/or Land Location: _____

Nature and Brief Description of your Request: _____

How would you like to attend the meeting?

In Person

Other (Please Specify) _____

Signature: _____ Date: _____

Return completed form to the Town Office or email general@balgonie.ca.

Sections 25 and 26 of Town of Balgonie's Bylaw 388/2016 –
A Bylaw to Establish Council Meeting Procedures

25. Delegations – Matters on Council Agenda

- 25.1 When a person wishes to speak to Council on a matter already on a Council agenda, for which a hearing is not required, that person shall notify the Administrator in writing, which notice shall include the following:
- (a) the name and correct mailing address of the spokesperson;
 - (b) telephone number where the representative of the delegation can be reached during the day;
 - (c) originally signed, except when submitted by facsimile or e-mail; and
 - (d) clearly setting out the subject matter to be discussed and the request being made of Council.
- 25.2 A request to speak to Council pursuant to subsection 25.1 must be received by the Administrator no later than the agenda deadline in order to be included on the Council agenda.
- 25.3 In the event that a delegation makes an application to the Administrator after the agenda deadline, regarding a subject which is on the agenda, the Administrator will bring the request to the attention of Council:
- (a) Delegations will be advised by the Administrator that they may not be heard by Council unless the majority of members vote to allow the delegation to speak within the motion to approve the agenda.
- 25.4 Delegations speaking before Council shall address their remarks to the stated business:
- (a) Delegations will be limited to speaking only once; and
 - (b) Rebuttal or cross debate with other delegations shall not be permitted.
- 25.5 A maximum of 15 minutes shall be allotted for each delegation to present his or her position of support or opposition.
- 25.6 Where there are numerous delegates taking the same position on a matter, they are encouraged to select a spokesperson to present their views:
- (a) Delegations are encouraged not to repeat information presented by an earlier delegation.
 - (b) The Mayor shall at the conclusion of 15 minutes, inform the delegation that the time limit is up.
 - (c) Only upon a motion to extend the 15 minute limitation adopted by a majority of members shall the 15 minute limit be extended.
 - (d) Delegations will not be permitted to assume any unused time allocated to another delegation.
- 25.7 Upon the completion of a presentation to Council by a delegation, any discourse between members and the delegation shall be limited to members asking questions for clarification and obtaining additional, relevant information only:
- (a) Members shall not enter into debate with the delegation respecting the presentation; and
 - (b) Once a motion has been moved and seconded, no further representation or questions of the delegation shall be permitted.

26. Delegations – Matters not on Council Agenda

- 26.1 When a person wishes to speak to Council on a matter not on a Council agenda, for which a hearing is not required, that person shall notify the Administrator in writing, which notice shall include the following:
- (a) the name and correct mailing address of the spokesperson;
 - (b) telephone number where the representative of the delegation can be reached during the day;
 - (c) originally signed, except when submitted by facsimile or e-mail; and,
 - (d) clearly setting out the subject matter to be discussed and the request being made of Council.
- 26.2 A request to speak to Council pursuant to subsection 26.1 must be received by the Administrator no later than the agenda deadline to be included on the agenda.
- 26.3 The Administrator, may refuse to accept a request to speak to Council if Council has, within the six (6) months immediately preceding the request, already heard from the person and dealt with the same or substantially the same matter by resolution or bylaw.
- 26.4 If a request to speak to Council is refused pursuant to subsection 26.3, a copy of the request and reply, shall be forwarded to members by the Administrator.
- 26.5 In the event that a delegation makes an application to the Administrator after the agenda deadline, regarding a subject which is not on the agenda, the Administrator will bring the request to the attention of Council.
- (a) Delegations will be advised by the Administrator that they may not be heard by Council unless the majority of members vote to allow the delegation to speak within the motion to approve the agenda.