



COUNCIL DELEGATION REQUEST FORM

Use this form if you wish to appear before Council at a Council meeting.

Regular Council meetings are held on the first and third Tuesday of each month @ 6:30 pm.

Name of person or group wishing to appear before Council:

Subject/purpose of delegation:

A separate letter or additional information may be attached if needed.

Contact person (if different than above): _____

Telephone number: _____ **Email address:** _____

Date received by municipal staff: _____

Meeting Date Requesting: _____

Note: Municipal staff will confirm the date and time of your delegation.

Guidelines:

- 1) Delegation requests must be received in writing. Such letter or communication shall be in the hands of the Chief Administrative Officer not later than 4:00 P.M. on the Tuesday in the week before the regular meeting. When a communication contains a request for an appearance to address the Council, the Council by resolution may hear the person, deny the request or refer him to a Committee or, if the Council deems the matter to be urgent, deal with it at once. No person or group shall appear as a delegation to Council on the same or on a related subject, unless specifically requested by Council to do so.
- 2) Delegations are allotted fifteen minutes to present their information.