



Delegation Request

I/We _____

request to appear as a delegation before the Town of Two Hills Council.

Please provide a brief a description of your presentation below, and attach a one-page (maximum) letter/outline of your presentation. Please be specific. **See reverse for details.**

Will you be requesting a grant or financial assistance?

☐ Yes ☐ No

If requesting financial assistance or otherwise please clearly indicate what assistance is requested. Please be specific. _____

Do you require audio visual equipment?

☐ Yes Please specify: _____ ☐ No

See read reverse before signing.

Signature

Date

Telephone

Email

For Internal Use Only

Request approved on _____, 20__ by _____, C.A.O.

Date of Meeting _____.

OR Reason for Refusal _____

Council and Committees welcome public comments, but as a courtesy to Council or Committee members who deal with lengthy agendas, we request your information clearly and concisely in as short a time period as possible. All presentations will be kept to a maximum of 10 minutes. If you have a large amount of printed material or information to convey, please submit at least one week before the meeting and it will be circulated to Council or Committee members for their review in preparation for the meeting. If the delegation consists of more than one person, **please appoint one person to speak on behalf of your group.** For further information please refer to the reverse of this page.

Town Council Procedural Bylaw

Section 9.7 Delegation: A person or a representative of any delegation or group of persons, who wish to bring any matter to the attention of Council, or who wish to have any matter considered by the Council shall address a letter or other communication to the Council outlining the subject to be discussed. The letter shall be typewritten or legibly written, signed by the correct name of the writer, delivered or mailed to the office of the Chief Administrative Officer so that it arrives no later than 4:30 o'clock on the Wednesday immediately preceding the meeting at which it is to be represented and it shall contain the full mailing address of the writer. If he or she wishes to appear before Council it shall be so stated in the letter.

- 9.7.1 When a communication contains a request for an appearance to address the Council, the Council by resolution may hear the person, refer him to a Committee or, if the Council deems the matter to be urgent, deal with it at once but such person shall not speak for more than (10) minutes unless the time is extended by a majority vote of the Council.
- 9.7.2 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.
- 9.7.3 When a group or a person wish to present the Council a petition on any matter its jurisdiction the petition must be typewritten or legibly written, clearly set out the matter at issue, be signed by at least two (2) persons, and the signature of the petitioners shall be according to Part 7 of the Municipal Government Act and indicate if a representative wishes to address the Council on the subject matter of the petition.
- 9.7.4 Before considering a petition, the Council shall first refer it to any appropriate standing committee but if the petition concerns a matter which the Council deems urgent, or a personal grievance of the petitioner, the Council may consider and may, if it deems the urgency of the matter so requires, take immediate action thereon.
- 9.7.5 When person or representative of a delegation or group wishes to address the Council on a matter which the Council on a matter which is not on the agenda, the Council may refer the matter to any appropriate Committee, appoint a special Committee to deal with the matter, or deal with the matter itself at the meeting, if approved by 2/3 majority vote of Council.
- 9.7.6 After a person has spoken as a delegation, any Councillor may, through the Mayor or other presiding officer, ask that person or the Chief Administrative Officer relevant questions but may not debate the matter or the answers.

Also note:

- 9.7.7 The presentation by a delegation may only be:
 - 9.7.7.1 received as information without debate;
 - 9.7.7.2 referred without debate to a Standing Committee or the Chief Administrative officer for a report, or
 - 9.7.7.3 debated if by a 2/3 majority vote a resolution is passed to allow a motion to be made without notice.