



REQUEST TO SUBMIT TO COUNCIL AGENDA

IMPORTANT - All submissions for the agenda of all Public Hearings and Regular Meetings of Council shall be received by the CAO no later than 4:00 p.m. on the fifth business day before the day on which the meeting is held.

As per Bylaw 2019-819 - PROCEDURAL BYLAW Sections 9.3

Office Use Only:

Received By: _____ Date: _____

TYPE OF SUBMISSION:

In Person

Closed Session

Question for Council

SUBMISSION INFORMATION: _____

ATTACHMENTS: (Reports / Letters, etc) _____

COMMENTS: _____

Do you wish to attend meeting: **YES** **NO** *(Circle one)*

Type of Request: Request for Decision or For Information Only

Name (s) of Presenter: _____

Name: _____

Mailing Address: _____

Day Time Phone #: _____

Email: _____

11.0 DELEGATIONS

- 11.1** A member of the public may request in writing to be included on an Agenda as a Delegation. The request must be submitted in writing and shall:
- (a) include a summary of the information that will be presented to Council;
 - (b) not exceed five typewritten pages;
 - (c) complete name of the presenter(s) and contact information (mailing address, e-mail, telephone/fax number) and the organization they are representing (if applicable);
 - (d) be submitted to the CAO no later than 4:00 p.m. on the fifth business day before the day on which the next Council meeting is being held, with the CAO having discretion to bring forward items submitted late that may be of an emergent nature.
- 11.2** Delegations are scheduled at the discretion of the CAO (or designate), subject to:
- (a) the volume of material on any given Agenda,
 - (b) the number of requests for a specific meeting date and urgency of request, and
 - (c) subject matter.
- 11.3** No person representing an individual shall address Council for more than five (5) minutes, exclusive of the time required to answer questions put to him /her by a Council Member, unless granted a time extension by the majority of Council.
- 11.4** No person representing a group shall address Council for more than fifteen (15) minutes, exclusive of the time required to answer questions put to him /her by a Council Member, unless granted a time extension by the majority of Council.
- 11.5** Information presented by the Delegation will be restricted to the topic noted in the written submission and recorded on the meeting Agenda.
- 11.6** Subsequent deputations from the same individual/group concerning a topic on which they have previously presented or spoken will not be permitted unless there is significant new information to be brought forward.