

**Beaver County - Delegation Request Form**

Delegates are individuals or group representatives that are formally included on a Regular Council or Governance and Priorities Committee meeting agenda, generally to:

- Initiate discussion on a matter of broad community interest that falls within municipal jurisdiction
- Bring Council up to date on a project, idea, or concept
- Make a specific request of Council

**Deadlines:**

Delegation requests and **ALL** supporting documentation/presentations must be submitted no later than 4:30 p.m. on the Thursday prior to the meeting at which Council/Committee will hear the delegation.

**Confirmation:**

Delegations are **not** confirmed until you have been contacted by Legislative Services with the date and time of your presentation.

**Meeting Format:**

A maximum of two (2) delegations are permitted per meeting. Each delegation is permitted a maximum of ten (10) minutes to present, followed by an opportunity for Council/Committee to ask questions.

**Contact information**

<b>Name:</b>	<b>Business:</b>
<b>Phone:</b>	<b>Email:</b>

I consent to the release of my name in the public agenda package.

Please provide the details of your request:

Specify supporting documentation. Note that documentation will be posted publicly unless specifically protected under the Freedom of Information and Protection of Privacy Act.

Dated this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

**Signature:** \_\_\_\_\_

*Please send completed form to  
Legislative Services via  
administration@beaver.ab.ca*

**Delegation/Public Presentation ACKNOWLEDGMENT**

Council Procedural Bylaw #23-1139

PART 23

WRITTEN COMMUNICATIONS, DELEGATIONS, AND PETITIONS

96. Where a communication intended for Council is received, the CAO shall determine if the communication is:
- a courtesy item to be provided directly to Members, or
  - is a matter of public information, in which case it shall be referred to the Agenda Review Team.
97. A person may address a letter or other written communication to the CAO when such person wishes to bring any matter to the attention of Council or to have any matter considered by Council. The said letter or other communication shall:
- be typewritten or legibly written by hand;
  - be signed by the correct name of the writer;
  - contain the phone number, or e-mail address (if available), or full mailing address of the writer.
98. A person who wishes to attend a meeting as a delegation must submit such request to the CAO no later than 4 Clear Working Days prior to the meeting. Audio or visual materials to be submitted or used by a delegation during the presentation must be provided in advance to the CAO and may be rejected at the CAO's discretion, if such material is inappropriate.
99. Subject to Sections 100 and 101, requests from individuals or groups to the CAO to address Council will be referred to the Agenda Review Team.
100. The CAO shall have the discretion to determine whether the written communication and/or request for delegation can be addressed by the CAO or should be referred to Council.
101. Presentations to Council shall not be allowed with regard to:
- matters scheduled for a public hearing or to an undisposed matter which has been the subject of a public hearing that has been closed,
  - matters related to personnel,
  - matters related to on-going enforcement, criminal investigations or litigation,
  - administrative or operational matters, or
  - matters that have been brought as a delegation in the last six months.
102. No person shall address Council for more than 10 minutes, and no more than two spokespersons shall be heard on behalf of any one delegation for a total time not exceeding 10 minutes, exclusive of the time required to answer questions of Council, unless:
- an applicable statute or other overriding law in force in the Province of Alberta requires that a longer time be allowed; or
  - the time is extended by the Chairperson; or
  - the time is extended by a simple majority vote of Council.
103. A group of persons who wish to present a petition to Council on any matter within the jurisdiction of Council shall cause the petition to be filed with the CAO who shall determine its sufficiency as set out in the Act.