



## DELEGATION REQUEST TO APPEAR BEFORE TOWN COUNCIL

---

- 1) Regular Town Council meetings are held every 2<sup>nd</sup> and 4<sup>th</sup> Monday of each month. When the meeting falls onto a statutory holiday the Council meeting will be held on the Tuesday following the holiday.
- 2) Citizens are required to complete the attached application form along with a detailed letter explaining their delegation request. Documents need to be submitted to the Chief Administrative Officer no later than 12:00 Noon on the Wednesday preceding the next regular Council meeting.
- 3) Council will review the request at their next Council meeting and a decision will be communicated to the spokesperson shown on the application.
- 4) Delegations will be limited to a maximum presentation time of fifteen minutes, unless Council extends the time in advance during the application review.
- 5) Council shall hear the delegation and may ask questions. Only the spokesperson of the delegation is able to address Council. Decisions to be made on a delegation request will be dealt with later, under "New Business" or in the "In Camera" portion of the meeting. It may be postponed until the next Council meeting if the agenda does not allow additional business to be addressed due to time constraints, or more information was requested by Council.

Thank you

Sabine Nasse  
Chief Administrative Officer



## DELEGATION REQUEST TO APPEAR BEFORE TOWN COUNCIL

1)	Application Date:	
2)	Organization or Name of Applicant:	
3)	Item to be addressed:	
4)	Name of Delegation Members present during Council Meeting:	
5)	Spokesperson for the Delegation including contact information:	
6)	Letter explaining request for Delegation is attached:	
7)	Preferred date for Delegation:	

**Office Use Only**

**Date:** \_\_\_\_\_ **Scheduled Date:** \_\_\_\_\_

**Letter Attached** Yes \_\_\_\_\_ No \_\_\_\_\_

**Time Limit:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Chief Administrative Officer**