

Schedule 'A'
TOWN OF BASSANO



DELEGATION REQUEST FORM

Delegation Rules and Guidelines

A delegation is an opportunity to appear before Council to communicate information. The purpose of the delegation process is to allow residents to make their views known to Council. Rules and Guidelines stated below are compliant with the Town of Bassano Procedural Bylaw No. 894/20:

THE APPLICATION PROCESS

- Regular Town Council meetings are held every 2nd Monday of each month unless otherwise posted. When the meeting falls into a statutory holiday the Council meeting will be held on the Tuesday following the holiday. Additional information regarding Town Council meeting dates and times can be found on the town website, www.bassano.ca.
- Delegates are required to complete the attached application form along with a detailed letter explaining their delegation request, to the CAO, seven (7) days prior to a regularly scheduled Council meeting. The Chief Administrative Officer will review the request and determine the status of the delegation, the request may be referred to council.
- You will be contacted by the CAO or his/her delegate regarding approval/rejection of the delegation request.

PREPARING FOR THE DELEGATION

- Delegations will be limited to a maximum presentation time of fifteen (15) minutes, unless an extension is granted during the application review.
- Council shall hear the delegation and may ask questions.
- Only the spokesperson of the delegation can address Council.

AFTER THE DELEGATION

- Decisions to be made on a delegation request will be dealt with later, under "New Business" or in the "Closed-Session" portion of the meeting.
- Decisions may be postponed to a later Council meeting if the agenda does not allow additional business to be addressed due to time constraints, or if more information is requested by Council.
- You are not required to remain for the entire meeting duration, you may leave after your issue has been dealt with by Council.

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Application Date: _____ Organization/Applicant Name: _____

Matter to be Discussed:

Action(s) being Requested:

Name(s) of Representatives:

Name of Spokesperson: _____

Contact Information:

Address: _____ Telephone: _____

Email: _____

Preferred Date of Delegation: _____

Additional printed information/materials will be distributed with my delegation: Yes / No

Additional Documents Attached (Letter, Picture, Etc.): Yes / No

Once this completed form is received by the Town of Bassano Office, someone will contact you to confirm acceptance/rejection of your delegation request.