



VILLAGE OF MYRNAM DELEGATION REQUEST FORM



The following form must be completed, signed and submitted to the Village of Myrnam Administration Office no later than **12:00 noon the WEDNESDAY before the week of the Regular Council meeting.** Refer to the back page for more information and to the Village website for Council meeting dates.

Full Name(s) of Person(s) Appearing/Presenting:

Preferred Date:

Alternate Date:

Are you representing a Group? YES NO

Name of Group & Your Title:

Will other Group Members be attending? YES **If yes, how many:** NO

Complete Address of Delegate:

Phone: Home: Work: Cell:

Email:

Provide brief details of your delegation. (A letter outlining the purpose **MUST be submitted with your form)**

Have you appeared before Council on this issue(s) before? YES NO
If you answered "yes", please provide details:

Have you consulted with staff on this issue(s) previously? YES NO
If you answered "yes", provide name(s) of staff:

Do you have any special requirements when presenting? YES NO

Additional documentation attached? Provide 4 hard copies YES NO

Will a PowerPoint presentation be used? YES NO

Note: Additional documentation and PowerPoint in electronic format **MUST be submitted to the Village of Myrnam Administration Office along with the completed Request Form.**

Please remit this form and copy(s) of all material to the Village Administration Office, by email, or hand delivery. Once the form/material is received, Administration will contact you to confirm your placement on the agenda. Thank you.

I have reviewed the Delegation Information provided with this form (initial here) _____

Date Submitted:

Name of Person Requesting Appearance:

Disclaimer: Please note that submission of this form does not guarantee the approval of your request. In addition, all information submitted will be considered to be public information and therefore subject to full disclosure, under the Municipal Freedom of Information and Protection of Privacy Act. Personal information collected on this form is authorized under the Town's Procedural By-law 2021-11, Section 9 and will be used to contact individuals and/or organizations requesting to appear before Council. The name(s) of the delegate(s) will be published as part of the meeting agenda which is also posted on the Town's website.

Village of Myrnam – 5007-50 Street, Myrnam AB T0B 3K0 cao@myrnam.ca 780-366-3910

DELEGATION PROCEDURES BY-LAW 2021-11

- 9.1 **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 submit a Delegation Request Form outlining the subject to be discussed. The Form shall be typewritten or legibly written, signed by the correct name of the writer, delivered or emailed to the office of the Chief Administrative Officer. The Chief Administrative Officer will review the request and either deny the request based on insufficient or irrelevant information or accept the request by signing the form and notifying the applicant of an available meeting date.
- 9.2 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.
- 9.3 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.
- 9.4 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.
- 9.5 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.
- 9.6 When a person or representative of a delegation or group wishes to address 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 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.
- 9.8 The presentation by a delegation may only be:
 - (a) received as information without debate;
 - (b) referred without debate to a Standing Committee or the Chief Administrative Officer for a report, or
 - (c) debated if by a 2/3 majority vote a resolution is passed to allow a motion to be made without notice.