



# Council Meeting Delegation Form

## Saddle Hills County

Council may allow an individual or delegation to address Council at a meeting provided written application has been received by the Chief Administrative Officer by 4:30 p.m. on the Wednesday preceding the meeting. Council meetings are typically held at 9 a.m. on the second and fourth Tuesday each month (excluding December) and are held at the County Admin Building.

Applicants will be contacted to confirm the Council meeting date and time. Please contact the Legislative Coordinator at (780) 864-3760 or [admin@saddlehills.ab.ca](mailto:admin@saddlehills.ab.ca) for more information. Delegations are limited to fifteen (15) minutes, unless a longer time is unanimously agreed to by the Council members present.

### Delegation Information

Name(s) of Person or Group requesting to appear \*

Council Meeting Date Requested \*

Purpose of Presentation \*

- Information Only
- Request Action or Support
- Request Funds
- Other

If other, please specify \*

How would you like to appear? \*

- In Person
- Virtually

Desired Resolution

**Topic of Discussion (please be specific, provide details, and attach additional information if required) \***

[Empty text box for discussion content]

**Activities to Date relative to the matter**

**Attach any additional materials or attachments (Powerpoint Presentations, etc...):**

**Contact Information**

**Contact Person's Name: \***

**Phone: \***

**Mailing Address \***

**Email: \***

**Please sign in the box below**

**By checking this box, which functions as your legal signature, you confirm that the information provided is as complete and accurate as possible, and that you agree to the terms and conditions of this form \***

I understand that checking this box constitutes a legal signature

**Office Use Only**

**Delegation Date Requested Approved or Declined?**

Approved

Declined

**Applicant Informed?**

Yes

No

**Notice of Collection**

Protection of Privacy - The personal information requested on this form is collected under the authority of Section 33 (c) of the Alberta Freedom of Information and Protection of Privacy Act and will be protected under Part 2 of that Act. It will be used for the purpose of scheduling Council delegations. Direct any questions about this collection to: FOIP Coordinator, Saddle Hills County, RR 1, Spirit River, Alberta, Canada, T0H 3G0, 1-888-864-3760.

## Appearing Before Council as a Delegation

1. Persons or organizations wishing to appear before Council as a delegation must submit this completed form.
2. All requests must be received by the Legislative Coordinator prior to **4:30 p.m. on the Wednesday** of the week preceding the Council meeting.
3. Delegations who miss the Wednesday deadline, and who wish to address the next regular meeting of Council, must still fill out this form. Under special circumstances, Council may pass a motion agreeing to hear the delegation, but there is no obligation on Council's behalf to guarantee that this will happen. The onus is on the applicant to show on this form why the delegation cannot wait for the next regular Council meeting, and what additional information the delegation has that would be of interest to Council.
4. The Chief Administrative Officer or Designate shall advise the Delegation:
  - Of the date and location of the Council meeting at which they can appear;
  - That their presentation is intended to provide Council with information;
  - Of the time scheduled for their presentation; and
  - To review the current Council Meeting Procedural Bylaw with specific reference to sections on Delegations and Conduct.
5. The Chair shall ask for each Delegation to be introduced, followed by their presentation, in the order they are listed on the Agenda.
6. The Delegation presentation shall be restricted to 15 minutes in the Agenda. The Chair may, with the consent of the majority of Councillors present, extend this time allotment.
7. Delegations shall only discuss the matters which they have submitted to Council and which have been included on the agenda.
8. All delegates must address the Chair during their presentation. Delegates' conduct is subject to the rules of conduct provided within this bylaw and any other bylaw enacted by Council.
9. Delegations or authorized designate of the organizations must represent themselves.
10. Once the Delegation has been heard the Chair shall ensure each Councillor or Member (including the Chair) has adequate opportunity to address the Delegation regarding points of clarification.
11. Council or board or Committee Member shall NOT enter into debate with the Delegation.
12. The Chief Administrative Officer or Designate may refuse to schedule a delegation on an agenda if:
  - A public hearing, or opportunity for public input, has been held in accordance with an enactment as a prerequisite to the adoption of a bylaw, or approval of a permit;
  - The matter deals with the County's labour relations or other employee relations;
  - The item relates to litigation or potential litigation affecting the County;
  - The matter is outside the legal authority or jurisdiction affecting the County;
  - The information is considered in a Council Meeting that was closed to the public, unless that information has been lawfully released to the public by the County;
  - The matter is related to a request for information under the Freedom of Information and Protection of Privacy Act (FOIP), RSA 2000, c F-25;
  - The matter relates to compliance with County bylaws or policies;
  - The matter is an election campaign or election-related issue; or
  - Publicly tendered contracts or proposal calls for the provision of goods and services for the County between the time that such contract or proposal call has been authorized and the time such contract or proposal has been awarded.
13. Delegations shall not address Council on the same subject matter more than once every six (6) months. This restriction shall not apply when Council, by resolution, invites a party to attend a Council meeting as a delegation.
14. Include all pertinent background and related documents so that all necessary details may be considered. The information clarifies the purpose of the delegation for council and allows Council members to become familiar with the topic and obtain any necessary information prior to the meeting.
15. You may forward your request using any of the following methods:

- Email: [admin@saddlehills.ab.ca](mailto:admin@saddlehills.ab.ca)
  - Fax: 780-864-3904
  - Mail or hand deliver: Saddle Hills County, 79177 Range Road 84, Spirit River, T0H 3G0
16. If you will be providing supporting documentation, such as a PowerPoint presentation or handouts, you must submit the documents no later than **4:30 p.m. on the Wednesday** prior to the meeting if it is to be included in the agenda.
  17. Delegations must be in attendance when their agenda item is called.
  18. If your material is not published in the agenda, bring nine (9) copies with you to the meeting. Note: distributed documents become part of the public record.
  19. Delegations are to present information to Council. Council will not enter into debate with the delegations.
  20. Do not expect an immediate answer. Council will receive the information and may refer your issue to staff for more information or to another meeting for further consideration.
  21. Council usually hears from a maximum of two delegations per meeting. Delegations are scheduled on a first come/first serve basis.

Note: The Delegation Request form and related documents become part of the public record and will be released/published in the agenda and minutes that are available to the public in a variety of methods.

This personal information is being collected under the authority of Section (c) of the Freedom of Information and Protection of Privacy Act and will be used in scheduling you as a delegation before Town Council. If you have any questions about the collection of this information, please contact the FOIP Coordinator at 403.762.1209