

**TOWN OF BON ACCORD
POLICY STATEMENT**

SECTION: Council

POLICY NO.: C-002

SUBJECT: DELEGATION REQUESTS

RESPONSIBLE AUTHORITY: Administration Department

REVIEWED & APPROVED BY COUNCIL: October 6, 2015 (Resolution 15-210)
Updated October 2, 2018 (Resolution 18-261)

PURPOSE AND INTENT:

To provide a process for members of the public to address Council during regular and special meetings, during an allotted time of 15 minutes unless extended by a special resolution of Council.

POLICY STATEMENT:

The Town of Bon Accord Council encourages members of the public to express their views and concerns. Council believes that the procedures for public input should be fair to all those in attendance at Council meetings. Council further believes that the public input process should reflect a balance between accessibility to Council and the effective use of meeting time.

PROCEDURE:

1. In these procedures “Mayor” shall mean the Presiding Officer.
2. The maximum time allotted for public appointments, excluding public hearings, shall be 15 minutes unless the Council, by special resolution, extends the time.
3. An individual or group presentation shall not exceed fifteen minutes.
4. Individuals or groups wishing to address Council are invited to complete a delegation request for an appointment stating the topic of discussion, name of speakers and any requests of council and a copy of the presentation being submitted to Council.
5. Individuals or groups may speak only once at a regular or special meeting of Council during the time allocated for the delegations.
6. Public Hearings are to be treated as separate forums at a Council meeting.
7. Delegations of Council may be addressed by any member of the Council through the presiding officer but can not debate the response or information in any way.
8. The delegation presentation is to be accepted as information by Council.



DELEGATION REQUEST FORM

TO SPEAK TO COUNCIL AT THEIR COUNCIL MEETING HELD THE FIRST OR THIRD TUESDAY OF EVERY MONTH OR OTHERWISE POSTED. PLEASE CALL 789 921-3550 OR SUBMIT ONLINE. ALL REQUESTS ARE SUBJECT TO APPROVAL BY TOWN COUNCIL.

NAME OF APPLICANT:	PHONE NUMBER:
NAME OF SPEAKERS:	
ADDRESS:	
TOPIC OF DISCUSSION	
REQUESTED DATE:	
REQUESTED TIME:	

The applicant agrees and acknowledges that presentations are part of the public record, written materials may be accessed by others and false, defamatory or misleading statements may be subject to claims for damages or redress. Any presentations, documents or notes shall be provided to Council prior to the delegation's presentation and will become part of the record. The applicant also agrees that he/she shall abide by all applicable federal and provincial statutes, and Town bylaws and policies, including but not limited to the Municipal Government Act, RSA 2000, Chapter M-26, and the Town's current Procedure Bylaw and amendments thereto.

DISCLAIMER

Personal information and/or sensitive information may be collected about persons during the course of council meetings, particularly where they are participating in the public participation section of the meeting. If personal information/sensitive information is disclosed during the course of the meeting, either by the person directly or by a third party, this information will form part of the recording which will be able to be accessed by members of the public. By signing the consent form, persons consent to the use and disclosure of any personal information/sensitive information that is shared during the course of the meeting for the purposes of the council carrying out its function.

SIGNATURE OF APPLICANT:
DATE:

OFFICE USE ONLY
Chief Administrative Officer:
Assigned Date and Time: