



TOWN OF CRESTON
DELEGATION REQUEST

File:
Action:

I/WE REQUEST TO ATTEND THE FOLLOWING MEETING:

(NOTE: Items discussed at a PUBLIC Meeting are available to the press for publication.)

[ ] REGULAR OR [ ] CLOSED COMMITTEE OF THE WHOLE ON, \_\_\_\_\_, 20\_\_\_\_
@ 4:00 p.m. First and Third Tuesday of each month

[ ] REGULAR OR [ ] CLOSED COUNCIL MEETING ON \_\_\_\_\_, 20\_\_\_\_
@ 4:00 p.m. Second and Fourth Tuesday of each month

Form with fields: NAME OF DELEGATION, SPOKESPERSON(S), MAILING ADDRESS, TELEPHONE NO., EMAIL, DETAILS OF ISSUE TO BE DISCUSSED, and a section for 'Your Delegation Request is' with 'Confirmed' and 'Declined' options.

PLEASE READ CAREFULLY

Council Procedures Bylaw No. 1875 states:

- (1) The Members may hear up to two (2) delegations at each Closed, Regular, Special, Council and/or Committee meeting, with a time limit of 15 minutes per delegation, unless additional time is approved by the Mayor or the Town Manager.
(2) Requests by delegates will be reviewed by the Town Manager or designate to determine whether
i. the delegation concerns an administrative issue that should be dealt with by the Mayor, in which case the Town Manager will arrange a meeting between the requestor and the Mayor, or,
ii. the delegation should be heard by a Council Committee or by Council at one of the regular scheduled meetings, in which case the Town Manager will arrange for the delegation to be included on the agenda for the appropriate meeting.

- (a) If the issue is not resolved under clause (a)(i), the requestor may write a letter to Council requesting to appear before Council as a delegation and Council may refuse the request if Council is satisfied that the Mayor has made a reasonable effort to resolve the issue or if the issue cannot be resolved as requested.
  - (b) All delegation requests must be made in writing and submitted to the Corporate Officer or designate, clearly setting out the subject matter to be dealt with, the proposals the delegation intends to make or resolution of the issue to request, and the name of the spokesperson(s).
  - (c) All delegation requests must be submitted to the Corporate Officer or designate no later than 12 p.m. on the Wednesday preceding the next regular meeting, for review and approval by the Town Manager or designate.
- (3) Council must not permit delegations to address a meeting of the Council or its committees on the following:
- (a) A bylaw, other than a bylaw referred to in Clause (b) of this section 4.11, in respect of which a public hearing required under an enactment as a pre-requisite to the adoption of the bylaw has been held, and the bylaw has not been adopted, defeated or abandoned.
  - (b) Official Community Plan Bylaws, or Zoning & Development Bylaws, including amendments to such bylaws, which have received first reading and which have not been adopted, defeated, or abandoned, except as a delegation at the statutory public hearing.
  - (c) Matters on which the Town Manager has commenced prosecution, and on which judgement has not been rendered.
  - (d) Business Licence Hearings conducted in accordance with section 60 of the Community Charter, unless the delegation is the holder of the licence that is the subject of the hearing.
  - (e) The promotion of commercial products or services that, in the opinion of the Member presiding at the meeting, have no connection to the business of the Town.
  - (f) Publicly tendered contracts or proposal calls for the provision of goods or services for the Town, from the time a contract or proposal call has been issued and the time the contract or proposal call has been awarded, either by Council or Town staff.
  - (g) Invitations for Council to participate in events and/or special occasions.
  - (h) Promotion of a private business or group.
- (4) A petition to Council shall include the name and residential address of each petitioner and the name and mailing address of a contact person.
- (5) The provisions of clause (b) of subsection 4.11(3) do not apply to delegations requesting to be heard at a second or subsequent Public Hearing held on an Official Community Plan Bylaw or Zoning & Development bylaw, or amendments to such bylaws, whichever is the case.

**Please contact the Corporate Officer at (250) 428-2214, ext. 210, if you require further information**