

# Delegation Request Form

**Name of person or group requesting to appear:**

**Council meeting date requested:**

(Form must be returned to the CAO no later than 3:00pm, 1 week prior to the meeting.)

**Subject you wish to discuss:**

**Details on the subject-**(be specific, provide details, and attach additional information if required.)

**\*Where the subject matter of a delegation pertains to legal matters, personal, and/or private property issues. Where a Public Hearing has been held in accordance with an enactment as a prerequisite to the adoption of a bylaw; or if it's purpose is to deal with a matter that is outside the jurisdiction or legal authority of the village; the Village of Gadsby reserves the right not to hear such delegations.**

## Appearing Before Council as a Delegation

1. Person or organizations wishing to appear before council as a delegation must submit this completed form.
2. All requests must be received by the CAO prior to but no later than 3:00 pm and at least, 7 days prior to council meeting.
3. Delegations, who miss the deadline, but wish to address the next meeting of council, still must fill out this form. Under special circumstances council may pass a motion agreeing to hear the delegation, but there is no obligation on the council's behalf to do so. The onus is on the delegate to show why it can't wait.
4. Delegations are permitted 5 minutes for their presentation. Council may ask questions after the presentation for clarification.
5. Delegations are to present information to council. Council will not enter into a debate with the delegations.
6. 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.
7. You may forward your request using any of the following methods:
  - \* email: [vgadsby@xplornet.ca](mailto:vgadsby@xplornet.ca)
  - \* fax: 403-574-2369
  - \* hand delivered or mail to Box 80 Village of Gadsby, Gadsby Alberta T0C 1K0