



## Village of Donalda

PO Box 160  
5001 Main Street  
Donalda, AB T0B 1H0

Ph: 403.883.2345

Fx: 403.883.2022

**OFFICE HOURS:**  
Mondays & Tuesdays  
9am-4pm

### Delegation to Meet with Council Request Form

Please complete both pages of the request form and submit it to the Village Office. You will be contacted at the receipt of the request to schedule a date and time for your presentation, as well as to address any additional concerns, questions, and accommodations you may have or require.

Name of Person or Group Requesting to Appear: \_\_\_\_\_

Council Meeting Date Requested: \_\_\_\_\_

Topic of Discussion (*Be specific, provide details; attach additional information if required*):

Purpose of Presentation:

Information Only     Request Action/Support     Request Funds     Other

Desired Outcome:

Activities to date regarding this matter:

Will the presentation include any visual aids (*i.e.: Powerpoint Presentation*)? If so, please specify.

Contact Person:

Mailing Address:

Contact Number(s):

Email Address:

**(Turn page over for Delegation/Public Presentation Procedure)**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

Delegation Request: This personal Information is collected under the authority of section 33© of the Freedom of Information and Protection of Privacy (FOIP) Act and will be managed in accordance with the privacy provision under the FOIP Act. If you have questions about the collection and use of this information, you may contact the C.A.O., Village of Donalda at (403) 883-2345.

## Delegation/Public Presentation Procedure

Please Read the Following specifications carefully and initial to acknowledge that you have read and understand them. They are instructions regarding Council procedures and expectations that will assist you with your Request and Presentation. Further information is available in Council Procedural Bylaw 732-20.

Request for Public Presentations shall be made to the Council in Writing at least seven (7) days prior to the Regular Council Meeting. Request received less than seven (7) days before a meeting of Council shall be included on the agenda for the next Regular Meeting immediately following.

Initials: \_\_\_\_\_

Verbal Presentations including a question-and-answer period shall be limited to ten (10) minutes in length unless there is consent prior to establishment of the agenda or by the Council at a Regular Meeting to extend the time for a presentation.

Initials: \_\_\_\_\_

Presenters may not speak disrespectfully of any person or use offensive words in or against the Council or any member or employee of the Village, or the delegation time will cease, and that presenter shall not be permitted a delegation until six (6) months have passed from the time of offense.

Initials: \_\_\_\_\_

Reappearing before the Council regarding the same matter shall only be permitted once six (6) months have passed from the original presentation.

Initials: \_\_\_\_\_

Debate concerning matters raised during public presentations shall take place at the discretion of the Council.

Initials: \_\_\_\_\_

Personal presentations to the Council shall not be allowed with regard to undisclosed matters which have been the subject of a Public Hearing.

Initials: \_\_\_\_\_

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 the proceeding is approved by 2/3 majority of the Council.

Initials: \_\_\_\_\_

Council and Committee Meetings are public in nature and it is understood that an individual writing or submitting items to a Councillor or Administration of the Village of Donalda has a reasonable expectation that their correspondence/presentations, which may include personal information (i.e. Name) or business information could be disclosed at a Public Council Meeting and/or Committee Meeting. And as part of the Council Agenda Package on the Village of Donalda Website.

Initials: \_\_\_\_\_

**Mail or Hand Deliver:**

Village of Donalda  
Box 160  
5001 Main Street  
Donalda, AB T0B 1H0

**Email:**

[assistantcao@village.donalda.ab.ca](mailto:assistantcao@village.donalda.ab.ca)

**Fax:**

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