

**Village of Debden  
DELEGATIONS FORM**

**Rules for the Hearing of Individuals or Delegations**

Individuals or Delegations wishing to address Council should submit a brief outline of the subject of their presentation, in order that members of Council may familiarize themselves with the issue in advance of the Council meeting, and be better prepared to consider the same.

Each speaker is therefore asked to complete and submit this form, with any accompanying documentation, to the Village Office by **4:00 p.m. the Thursday preceding the Council meeting**, in time for inclusion in the Council's agenda package.

As there are many items on each agenda, **Presentations are limited to a maximum of fifteen (15) minutes** per subject matter. (Note: The time limit may be extended by unanimous resolution of Council.)

**NAME** \_\_\_\_\_ **DATE** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_ **PHONE** \_\_\_\_\_  
(applicant's residence)

**REPRESENTING** \_\_\_\_\_  
(Name of Organization, if any)

**MY REASON FOR APPEARING IS**

\_\_\_\_\_  
\_\_\_\_\_

**ADDITIONAL REQUIREMENTS FOR PRESENTATION** (i.e. documentation, power point presentation, physical display(s), etc.)

\_\_\_\_\_  
\_\_\_\_\_

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

**Meeting Date Requested to Attend as Delegate** \_\_\_\_\_

**Preferred Time of Delegation:** 7:00 p.m. [  ] 7:15 p.m. [  ] 7:30 p.m. [  ]

**To ensure that the best use of time is achieved and order is maintained throughout these presentations, it is imperative that rules of conduct be implemented and followed as per Bylaw 2/2021.**

**Bylaw 2/2021**  
**The Procedure Bylaw**

The full version of Bylaw 2/2021 may be obtained from the Village Office or found on the Village Website at [debden.ca](http://debden.ca)

**25. Delegations**

- 25.1 When a person wishes to speak to council, they must notify the administrator in writing one week prior to Council meeting, which notice shall include the following:
- (a) the name and correct mailing address of the spokesperson;
  - (b) originally signed, except when submitted by facsimile or e-mail; and
  - (c) clearly setting out the subject matter to be discussed and the request being made of council.
- 25.2 Delegations are allotted 15 minutes to address Council unless Council grants them an extension of time.
- 25.3 Where there are numerous delegates taking the same position on a matter, they are encouraged to select a spokesperson to present their views.
- 25.4 Only upon a motion to extend the 15 minute limitation adopted by a majority of members shall the limit be extended.
- 25.5 Upon the completion of a presentation to council by a delegation, any discourse between members and the delegation shall be limited to members asking questions for clarification and obtaining additional, relevant information only:
- (a) Members shall not enter into debate with the delegation respecting the presentation; and
  - (b) Once a motion has been moved, no further representation or questions of the delegation shall be permitted.