



## **Request for Council Delegation**

Organization requesting a Delegation:

Meeting Date requested: \_\_\_\_\_

Attending representative(s) name(s) *\*These will be recorded in the Council Meeting Minutes*

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\_\_\_\_\_

**What is your request?** Per sections 9.3 (a) and (c) of the Procedure Bylaw 2025-107, the purpose of a delegation is to make a request of Council.

- *If you have no request but would like to present information to Council, please contact Legislative Services and request to have your information placed on the Consent Agenda as a Correspondence item.*

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### **Delegation Preparation Checklist**

- ☐ **You are requested to complete your presentation in 15 minutes or less.**  
If this is not possible, please notify the Legislative Services department prior to the meeting.
- ☐ **Has the Legislative Services staff been provided with the Delegation Request information above?**
- ☐ **Is there information to be attached to the Council Meeting Agenda Package?**  
The following formats can be easily accommodated for your presentation and a large screen is available in Council Chambers for display.
- ✓ PowerPoint, video playback, photos
  - ✓ Document display (Word, Excel - PDF is preferred)
  - ✓ **No** CD/DVD drives are available
- ☐ **You must provide your information at least seven (7) days in advance of the meeting date for it to be included in the Council Agenda package.**  
Your presentation/information must be submitted to the Legislative Services department by 1:00 pm seven (7) days prior to the meeting date. No late submissions will be accepted.
- ☐ **Please be aware that Council Meetings are recorded and available on YouTube.**

Please contact the Legislative Services team by email [legislativeservices@diamondvalley.town](mailto:legislativeservices@diamondvalley.town) or phone 403-933-4348 if you require assistance.

**Request for Council Delegation***Excerpt from Council Procedure Bylaw 2025-107***9.3 Delegations**

- a) A person, group or organization that is seeking to make a request related to municipal matters may submit a written request to appear as a Delegation before Council, and shall:
  - i. submit the information that will be presented to Council, clearly identifying their request, to the Legislative Services Manager by 1:00 pm seven (7) days prior to the Council Meeting they are scheduled to attend;
  - ii. limit the presentation time to fifteen (15) minutes, exclusive of the time required to answer any questions put forward by Council, unless the Delegation is granted a time extension by a 2/3 vote of Council;
  - iii. be restricted to the subject matter only. In questioning Delegations, Members of Council will only ask questions of clarification relevant to the subject matter and will avoid repetition;
  - iv. notify the Legislative Services Manager, upon submission of their information, if they wish to present their Delegation via the online meeting.
- b) The CAO may deny any request for a Delegation, providing notification to Council, for the following reasons:
  - a. the matter is able to be addressed at the operational/administrative level;
  - b. a Policy or bylaw identifies the matter as operational or administrative;
  - c. the Delegation is requesting funding that is directed by Council-025, Donation Policy;
  - d. the Delegation request is related to a matter under legal review;
  - e. late or incomplete submissions for the Agenda. These may be resubmitted to the next Agenda, if they meet the criteria of a Delegation; or
  - f. more than three (3) Delegations have submitted requests.
- c) Delegations that are not presenting a request will be denied, allowing the information to be submitted in writing for inclusion on the Consent Agenda as Correspondence. Notwithstanding sections 9.3 b)-c), Council may agree to hear an informational Delegation, for any reason such as, but not limited to; contractors, advisors, other elected officials or administrations, etc.;
- d) Council will consider all decisions relating the scheduled Delegations after the final scheduled Delegation's presentation has been made. Council, at their discretion, may postpone any decisions to a future meeting, or request further information from the presenter or from Administration.

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- Council reserves the right to provide an immediate or a delayed response and may direct Administration to provide additional information or respond on their behalf.
  - **This form, along with any supporting information, any public input, feedback or presentation to Council in the form of letters, emails or in-person dialogue becomes a public record, and may be published in a Council Agenda Package, or a video recording of the Council meeting, which is posted on the Town of Diamond Valley website or social media platforms for viewing. All presentations are heard at a public meeting.**