



## Question Period Registration Form Regular Council Meeting

### Information to Submit a Registration

- Citizens may ask Council questions during the Question Period at a Regular Council Meeting. Regular Council meetings are held at 6:00 pm on the first and third Wednesday of each month.
- The subject must be in the form of a question, be specific, and be presented in five (5) minutes or less.
- To ask your question, please do one of the following **no later than 12 noon on the day of the meeting**:
  - submit your completed form in person or via email to [LegislativeServices@diamondvalley.town](mailto:LegislativeServices@diamondvalley.town); **OR**
  - register with the Legislative Services Manager to ask your question via the online meeting.

### Question

### Contact Information

Name:

Town:

Phone:

Email:

### For Office Use Only:

Date of Meeting:

Comments/Follow-up:

## **GUIDELINES**

### **Question Period**

#### *Excerpt from Council Procedure Bylaw 2025-107*

#### Section 9.2

##### **Question Period**

Anyone wishing to ask a question of Council shall be permitted to speak, as acknowledged by the Presiding Officer, during the fifteen-minute Question Period portion of the Agenda at a Regular Meeting of Council.

- a) The topic must be in the form of a question and will be presented under the following guidelines:
  - i. the speaker's name and topic matter are to be provided to the Legislative Services Manager no later than 12 Noon on the day of the meeting;
  - ii. the question is to be presented in five (5) minutes or less, unless otherwise approved by a two-thirds (2/3) vote of Council;
  - iii. a person wishing ask their Question via the online meeting must register with the Legislative Services Manager no later than 12 Noon on the day of the meeting.
- b) The Presiding Officer may not permit a question to be addressed during Question Period regarding:
  - i. any matter that will be the subject of a Bylaw requiring a Public Hearing, or for which a Public Hearing has already been held; or
  - ii. any matter that has been previously considered by Council which staff are working on, or that staff have completed to Council's satisfaction; or
  - iii. any matter subject to non-disclosure in accordance with the FOIP Act. These may include employment or personnel matters, matters subject to negotiations including land sale or purchase, legal matters, etc.; or
  - iv. the promotion of commercial products or services which have no connection to the business of the Town.
- c) The Presiding Officer may allow questions to be heard about items on the meeting's Agenda, that are not otherwise prohibited by section 9.2b), but Council may not answer such questions until the discussion of the agenda item.
- d) Council Members may ask questions of clarification, relevant to the subject question.
- e) At no time shall the person asking a question, a Council Member, a Delegation or Administration enter into a debate during Question Period.
- f) Questions submitted too late for inclusion at the current meeting will be acknowledged by Administration and forwarded to the next meeting.

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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.**
  - Please be aware that Council meetings are recorded and available on YouTube.

If you have any questions or require more information regarding the Question Period process and protocols, please contact Legislative Services at: 403.933.4348 or [LegislativeServices@diamondvalley.town](mailto:LegislativeServices@diamondvalley.town)