



## Question Period Registration Form Regular Council Meeting

### Information to Submit a Registration

- Residents are encouraged to ask Council questions during the Question Period at a Regular Council Meeting. Regular Council meetings are held at 6:30 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.
- Please submit your completed form in person, up to ten (10) minutes before the meeting starts, or via email to [vernas@diamondvalley.town](mailto:vernas@diamondvalley.town)

### Question

### Resident Information

Name:

Mailing Address:

Town/City:

Postal Code:

Phone:

Alternate Phone:

Email:

Signature:

### For Office Use Only:

Date of Meeting:

Comments/Follow-up:



*Excerpt from Council Procedures Bylaw 2023-14*

Section 9.2

**Question Period**

Anyone wishing to ask a question of Council shall be permitted to speak 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 Supervisor no later than ten (10) minutes prior to the start 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.
  
- 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 about items on the meeting's Agenda, that are not otherwise prohibited by section 9.2b), but Council may not answer such questions.
  
- 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.

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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.

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 [vernas@diamondvalley.town](mailto:vernas@diamondvalley.town)