



DELEGATION OR QUESTION PERIOD REQUEST Application Form

Preferred Council Meeting Date: _____

Subject Matter: _____

Name of Person(s) Making the Presentation: _____

Address: _____

Email: _____

Phone: _____

Please provide a summary of all topics and all questions below.

Handwritten initials in the bottom right corner, possibly "AB".

Please provide details of your presentation:

This Policy refers to all requests of Council for Council meetings, whether it is a request for a Delegation or a Question Request or Request for correspondence to be included in the Council meeting.

Requests for Correspondence will be reviewed for consideration if appropriate to include in a Council meeting (for example considering administrative versus Council related). If approved to be included in a Council meeting correspondence requests should be submitted as a delegation request.

Anonymous correspondence requests will not be considered – all requests to be considered must include the personal contact information displayed at the beginning of this document.

In Advance sufficient information requirement:

When submitting your form, the following must be attached:

- A copy of your *complete* presentation to Council, whether it is to be presented verbally or in written form.
- A copy of all relevant materials, documents, etc. that will be referenced during your presentation. (Please note that Village of Longview documents, such as bylaws or policies, must be noted but do not have to be produced. Administration will provide those documents if deemed necessary.)

Please note:

-Information that is not included with this application will not be considered by Council should your application be approved.

-Incomplete applications will be refused.

-This form and its contents will become part of the public record, with the exclusion of personal contact information.

-The completed form must be submitted by 12:00 pm (noon) 8 calendar days before the Council meeting.

-Delegations, Questions, Correspondence presentations are limited to a maximum of 10 minutes.

All Requests for Delegation, Question and correspondence to be included on Council agenda will be evaluated and approved based on the criteria set out in this Council Meeting Delegations Policy and the Council Procedure Bylaw.

Submit completed form to:

cao@village.longview.ab.ca

or hardcopy to the Village of Longview office.

Collection and use of personal information:

This personal information is collected under the authority of Section 4(c) of the Protection of Privacy Act for the purposes of applicant correspondence and the administration of Council agenda and minute preparation. If you have any questions about this collection or use of the information, contact the Village of Longview at 403-558-3922.

Village of Longview

COUNCIL POLICY

TITLE:	Council Meeting Delegations, Questions and Correspondence Policy
POLICY NUMBER:	001-2026
EFFECTIVE DATE:	May 19, 2026

PURPOSE:

To establish a clear, fair, and consistent framework for public delegations, questions and correspondence at meetings of Council. This Policy is intended to:

- Support fair and equitable access to Council while ensuring meetings are conducted efficiently and respectfully;
- Support transparent and orderly Council proceedings;
- Clarify when and how members of the public may address Council;
- Set out objective criteria for approving, deferring, or refusing Delegation Requests; and
- Complement the delegation provisions set out in the Council Procedure Bylaw.

DEFINITIONS:

"Agenda" means the official order of business for a Council meeting.

"Chair" means the Mayor or other person authorized to preside over a Council meeting.

"Delegation" means any person or group that has received permission to formally present information to Council and is scheduled on the meeting agenda.

"Delegation Request" means a written request submitted in accordance with this Policy seeking permission to address Council.

"Public Hearing" means a statutory hearing held by Council under the Municipal Government Act which is governed by separate legislative and procedural requirements.

STANDARDS:

- 1) Members of the public are entitled to attend all public Council meetings as observers.
- 2) Speaking at a Council meeting is not an automatic right and is subject to approval through the Delegation process set out in this policy.
- 3) Delegations, Questions, Correspondence requests for inclusion of Council meetings are intended to provide information to Council and seek Council consideration.
- 4) Delegations, Questions, Correspondence/presenters are not to engage in debate, advertising, or decision-making at the meeting.
- 5) Council members are open to hearing from Delegations, Questions and Correspondence where the matter is relevant to Council's role and where sufficient information has been provided in advance.
- 6) This Policy does not apply to statutory Public Hearings held under the Municipal Government Act.

Request to Appear as a Delegation, submit Questions or submit correspondence for inclusion in a Council meeting

- 7) Any individual or group wishing to address Council must submit a written request to the Chief Administrative Officer (CAO).
- 8) Requests must be received no later than noon on eight (8) calendar days preceding the Council meeting.
- 9) Delegation, Question or Correspondence to be included Requests must include:
 - a) The name of the individual or group;
 - b) Identification of a primary spokesperson;
 - c) Contact information;
 - d) The topic to be presented;
 - e) The desired outcome or purpose of the presentation; and
 - f) Any supporting written materials.

SCREENING AND APPROVAL

Criteria

10) In accordance with the Village of Longview's Council Procedure Bylaw Delegation, Question and Correspondence to be included in Council meeting requests will be reviewed and screened by the CAO who may approve, defer, or refuse a request based on the following criteria:

- a) The CAO may approve a Delegation Request where:
 - i) The matter falls within Council's jurisdiction;
 - ii) The topic is relevant to municipal governance, policy, or Council decision-making;
 - iii) The matter is not administrative, operational, or enforcement related;
 - iv) The matter is not solely for the purpose of advertising an event, service, or business; and
 - v) The request is complete and submitted on time.

- b) The CAO may refuse or defer a Delegation Request where:
 - i) The matter is outside Council's authority;
 - ii) Another statutory, quasi-judicial, or appeal process applies;
 - iii) The matter is operational or administrative and more appropriately addressed by Administration;
 - iv) The issue has been recently addressed by Council with no new information provided;
 - v) The request is repetitive, frivolous, or vexatious;
 - vi) The request is incomplete or late; or
 - vii) There are reasonable concerns regarding decorum, safety, or meeting disruption.

11) Decisions regarding Delegation Requests will be communicated to Council by the CAO.

Decisions regarding Delegation Requests are final and are not subject to appeal.

1) Scheduling and Time Limits

2) Approved Delegations will be scheduled under the Delegations heading of the

Council agenda.

- 3) In accordance with the Council Procedure Bylaw Delegations are limited to a maximum of ten (10) minutes, unless additional time is approved by the Chair.
- 4) Council will generally not make a decision at the meeting unless sufficient information has been provided in advance and Administration has had an opportunity to review the matter.

Conduct and Decorum

- 5) Upon arrival Delegation members are encouraged to identify themselves to Administration and take a seat in the gallery until called forward by the Chair.
- 6) All remarks by a Delegation must be addressed through the Chair who shall be addressed as "Mayor."
- 7) In accordance with the Council Procedure Bylaw, Council members may ask questions of clarification only and shall avoid debate or repetition.
- 8) Delegations, Question presenters, Correspondence presenters must conduct themselves in a manner that supports orderly Council proceedings and shall:
 - a) use respectful, civil, and non-abusive language;
 - b) refrain from personal attacks, harassment, or discriminatory remarks toward Council members, Administration, other Delegations, or members of the public;
 - c) confine their remarks to the approved topic as stated in the Delegation Request;
 - d) comply with the directions of the Chair at all times;
 - e) avoid repetitive or disruptive behaviour; and
 - f) respect the dignity and authority of Council and Administration.
- 9) The Chair may interrupt or terminate a Delegation at any time where, in the opinion of the Chair, the Delegation's conduct or remarks are inconsistent with this Policy, the Council Procedure Bylaw, or the orderly conduct of the meeting.

RESPONSIBILITIES:

- 10) Council
 - a) Presides over Delegation, Question and correspondence presentations;

- b) Enforces time limits and decorum;
- c) May terminate a delegation, Question presentation, Correspondence presentation where necessary.

11) Chief Administrative Officer

- a) Receives and screens Delegation Requests;
- b) Prepares the Council agenda;
- c) Advises Council on procedural compliance.

REVIEW:

This Policy shall be reviewed as needed to ensure alignment with legislation, bylaws, and best practices.



Mayor



Chief Administrative Officer