



# Summer Village of Half Moon Bay Delegation Request Form

I wish to appear before Council.

Date of Meeting: \_\_\_\_\_

Name of Delegate (s): \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Attending as an Individual: \_\_\_\_\_ Representing a Group/Organization: \_\_\_\_\_

Reason(s) for Delegation Request (subject matter to be discussed):

Use a separate page if more space is required or attach additional documentation.

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Are you in favour of the recommendation? If not, please provide your reasoning below.

Use a separate page if more space is required or attach additional documentation.

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Is additional documentation attached? \_\_\_\_\_

Will additional documentation to be provided at meeting? \_\_\_\_\_

**NOTE: Please provide the secretary with 5 copies of all additional documentation to be Distributed at the meeting.**

Will a Power Point presentation be made? \_\_\_\_\_

**NOTE: An electronic copy of the PowerPoint presentation is required to be submitted to the Summer Village Office no later than 10 days prior to the regularly scheduled Council meeting**

**NOTE: No recording of hearing procedures will be permitted on any device including, but not limited to, cell phones, tablets, tape recorders, etc.**

**No hats are permitted to be worn during the hearing.**

The completed Delegation Request Form is to be submitted to the Summer Village Office at:  
The Summer Village of Half Moon Bay  
#2 Erickson Drive  
Sylvan Lake, Alberta T4S 1P5  
Phone (403)887-2822  
Email: [info@sylvansummervillages.ca](mailto:info@sylvansummervillages.ca)

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For office use only

Date request received: \_\_\_\_\_ Request received by: \_\_\_\_\_

Request relates to: \_\_\_\_\_

Staff Report: \_\_\_\_\_ Staff Name: \_\_\_\_\_

Personal information contained on this form is authorized under the Half Moon Bay Access to Information Policy, for the purpose of contacting individuals and/or organizations requesting an opportunity to appear as a delegation before the Summer Village of Half Moon Bay Council. The Delegation Request Form may be published in its entirety with the public agenda which is also posted on the Summer Village's website.

Please note that all meetings are open to the public except where permitted to be closed to the public under legislated authority. Questions regarding collection of the information on this form may be directed to the Office of the Summer Village, Bay 8, 14 Thevenaz Industrial Trail, Sylvan Lake, Alberta T4S 2J5, 403-887-2822.

# Rules Regarding Delegations

In accordance with Bylaw #125-13, Rules of Procedure, a by-law to provide rules for governing the order and procedures of the Council of the Summer Village of Half Moon Bay:

- Delegations may only address Council or Committee with respect to an item on the agenda and verbally present information on matter of fact.
- Delegations may only appear before Council provided that the Delegate has already appeared before the appropriate Standing Committee of Council.
- In order to be included as a delegation on the public agenda, Delegates must submit to the Summer Village Office, a written request to appear no later than 10 days before the scheduled day of the meeting, including a written outline of the comments to be made at the meeting. Delegation requests received after this time will not be listed on the public agenda, but at the discretion of the CAO, may be granted permission to speak in front of Council or the appropriate Committee.
- There is a strict time limit for delegations at meetings. Delegations will have 10 minutes for their presentation, not inclusive of questions from Council or the Committee.
- PowerPoint presentations are permitted provided that an electronic copy of the presentation is submitted to the Summer Village Office no later than 12:00 noon on the Friday before the meeting. A copy may be distributed to Members of Council, or Committee as the case may be, as part of the delegation submission.

If your delegation request does not meet the requirements of Procedural By-law #125-13 and therefore denied, you may take the following steps to bring forward your request:

1. Approach the Department responsible to inquire if they may be bringing the information forward in a staff report to the appropriate Standing Committee. If a report will be brought forward, you may submit a delegation request for the appropriate Standing Committee in which the report will be heard.
2. If the department will not be bringing a report forward, you may submit a letter to the Summer Village addressing your request for inclusion on the Council Information Section.
3. You may contact your local Summer Village of Half Moon Bay Councillor and they may wish to request the item from the Council Information Section. If the matter is brought forward on an agenda, you may submit a delegation request for the appropriate Standing Committee in which the matter will be heard.