

Town of Craik
REQUEST FOR DELEGATION

Full Name:

Address:

Telephone (during day):

Email (if applicable):

Topic (specify):

Action Requested (specify):

Signature

Date

NOTE

All completed delegation requests must be received by the administrator at least 48 hours before the meeting

A delegation is limited to 10 minutes including questions

The administrator, in consultation with the mayor, may refuse to accept a request to speak to council if council has, within the six (6) months immediately preceding the request, already heard from the person and dealt with the same or substantially the same matter by resolution or bylaw.

Presentations must deal only with the topic specified in the request

Excerpts from Craik Bylaw 2016-01

37. Conduct of Public

- 37.1 All persons in the public gallery at a council meeting shall:
- (a) refrain from addressing council or a member unless permitted to do so;
 - (b) maintain quiet and order;
 - (a) refrain from disturbing the proceedings by words, gestures or actions including applauding, displaying flags, placards or similar material;
 - (b) refrain from talking on cellular telephones;
 - (c) refrain from making audio or video recordings of council proceedings; and
 - (d) ensure that all electronic devices are silent and operated in such a manner that does not interfere with the meeting or with another person's ability to hear or view the proceedings.

40. Improper Conduct

- 40.1 The mayor may request that any person in the public gallery who disturbs the proceedings of council or acts improperly at a council meeting, as set out in section 36, leave or be expelled from the meeting.
- 40.2 The mayor may request that any delegation who addresses council improperly as set out in section 37, leave or be expelled from the meeting.
- 40.3 No person shall refuse to leave a council meeting when requested to do so by the mayor.
- 40.4 Any person who refuses to leave when requested to do so may be removed.
- 40.5 If a person disturbs the proceedings of council or refuses to leave when requested to do so, the mayor may recess the meeting until the person leaves or adjourn the meeting to another day.