

Town of
BASSANO



REQUEST TO APPEAR BEFORE TOWN COUNCIL

1) **Item to be addressed:** _____

2) **Short Description:** _____

3) **Meeting Date:** _____

4) **Name of Delegation
Members:** _____

5) **Spokesperson for
Delegation:** _____

6) **Contact Number:** _____

Office Use Only

Date: _____

**Scheduled
Time:** _____

**Time
Limit:** _____

**Signature
Chief Administrative Officer**

**DELEGATIONS TO TOWN COUNCIL
INSTRUCTIONS AND INFORMATION**

1. Citizens who submit this completed form to the Chief Administrative Officer no later than 12:00 noon on the Wednesday preceding the next regular meeting of the Town of Bassano, will be placed on the agenda if an opening is available.
2. Delegations will be limited to a maximum of fifteen minutes of presentation time, unless Council, by resolution, extends this time.
3. Council shall hear the delegation and may question the members of the delegation. Only the spokesperson of the delegation is able to address Council. Normally, any formal decision to be made by Council on a delegation request will be dealt with later, during the Business or “in Camera” portion of the meeting. It may be postponed until the next Council meeting if the agenda does not allow it due to time constraints.
4. Remember, the more information that you provide on the request form, the better chance you give our Councillors to make an informed decision with a minimum of delay. Feel free to attach letters or other relevant information to this form.

Thank You!

Sabine Nasse
Chief Administrative Officer
Town of Bassano