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## Resident's Guidelines How to Address Council

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*Residents may address Town Council by letter, by email or in person in accordance with the procedures outlined below.*

*A person or a representative of any delegation or group of persons who wishes to bring any matter to the attention of Council, or who wishes to have any matter considered by Council must:*

- *complete a Delegation Request Form, and*
- *follow the procedures outlined in the Council Procedural Bylaw Section 12 Delegations & Requests to Council (as amended over time) available on the Town's web site.*

*The completed form (available as a download from the Online Forms section of the Town's web site) should either be delivered in person to the Town Administration Office, or mailed (to the address stated above), or emailed to: [cao@bowden.ca](mailto:cao@bowden.ca)*

*You must clearly state and provide all supporting information on the matter or subject you wish to raise with Council. A concise and complete request will allow Council to understand all of your concerns, needs, or proposals.*

*Pertinent supporting information is necessary so that Town Administration and Town Council are able to become familiar with the matter raised and to allow time to obtain any necessary or relevant information prior to the meeting with the delegation.*

*You must also include:*

- all of your contact information, or your organization or company details (if relevant),*
- the name of the person(s) who wishes to attend and address Council.*

*All information submitted to Council and all communication in the form of letters, emails, or conversations made in person, will be deemed part of the public record (ie: they are not considered confidential).*

*Your request must be received at the Town Administration Office no later than midday at least 5 days before a scheduled Regular Council Meeting.*

*Matters brought to Council must be relevant and pertinent. There are however no guidelines regarding content, but this may include matters of concern, petitions, delegations, bylaws, or business proposals.*

*The CAO reserves the right to defer any request at his / her discretion pending further information or explanation. If necessary, Town Administration will contact you to provide any further details or information regarding your request to address Council.*

*Please note that in some cases Town Administration may in the first instance be better placed to deal with your request. If appropriate, then please refer your request or enquiry to the Chief Administrative Officer or email your request to: [info@bowden.ca](mailto:info@bowden.ca).*