
Resident's Guidelines How to Address Council

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

When corresponding directly with a Councillor, please bear in mind that that public communication in the form of letters, emails, or in person, are part of the public record (ie: they are not considered confidential).

Please note that Councillors individual responses to emails can only be provided at their own discretion and do not necessarily represent Council Policy. You may therefore be asked to address Council at a Regular Council Meeting.

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 (refer to the Bylaws section of the Town's web site)***

The completed form (available as a download from the On Line 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

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.

You must also include:

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

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

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

The CAO reserves the right to reject any request at his / her discretion.

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 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.