

Question Period Registration Form

Guidelines

- Forms must be submitted prior 6:30pm on the day of the Regular Council Meeting.
- The subject must take the form of a question, be concise and specific, and be presented in 5 minutes or less.
- Please note that because Council meetings are public, information submitted for inclusion on agendas are considered public documents.
- To submit a form in advance or for more information, please contact Heather Thomson, Manager or Legislative Services heathert@turnervalley.ca

Question

Resident Information

Name:

Mailing Address:

Town/City:

Postal Code:

Phone:

Alternate Phone:

Email:

Signature:

For Official Use:

Date of Meeting:

Comments / Follow up:

Question Period

Excerpt: BYLAW 15-1039 COUNCIL PROCEDURE – adopted February 2, 2015

Section 15: Question Period

Turner Valley residents wishing to ask a question of Council shall be permitted to speak during the fifteen (15) minute question period portion of the agenda.

- a) The subject must be in the form of a question, Council will only entertain questions regarding a subject not being addressed on the current agenda; questions will be presented under the following guidelines:
 - i) The resident's name and subject matter are to be provided to the Manager of Legislative Services in advance of the meeting or listed on the form provided in the Council Chambers, or other appropriate location, prior to 6:30 p.m.
 - ii) The subject is to be in the form of a question, and the question is to be presented in five (5) minutes or less, unless otherwise approved by two-thirds (2/3) vote of Council.
- b) The Mayor and CAO may not permit a question being addressed at a meeting of the Council regarding:
 - i) Any matter that will be the subject of a bylaw requiring a public hearing, or for which a public hearing has already been held; or any bylaw that is scheduled for first reading.
 - ii) The promotion of commercial products or services which have no connection to the business of Town.
 - iii) Any matter that has been considered previously by Council which staff are working on, or staff have completed to Council's satisfaction.
- c) Councillors may ask questions of clarification which are relevant to the subject question.
- d) At no time shall a questioner, Council member, a delegation or administration enter into a debate during the question period of the agenda.
- e) If an immediate answer is not available, the resident may be given a reply through the CAO; or as Council may determine, as soon as possible.