

Delegation Request Form

Council meetings are held the first and third Wednesday of every month. In order to ensure that you and all other delegations have a fair and equal opportunity to be heard by Council your presentation will be subject to the guidelines on the reverse.

Requested Date of Council Meeting		Date of Request	
Applicant Name			
Title /Organization			
Address of Applicant			
Contact Phone Number		Email	
Subject of Presentation			
Individuals Making the Presentation to Council	Name		Title
	1.		
	2.		
Purpose of Presentation (check one)	☐ Information only ☐ Request Support ☐ Request for funding ☐ Request for Action		
Details of Request (If request is about a property provide legal description of the property)			
Have you spoken to Administration first and what was the outcome?	☐ Yes		☐ No
Will you be providing support documentation?	☐ Yes		☐ No
	If yes: ☐ Handouts at meeting bring ten (10) copies ☐ Publication in agenda, one original due by 4:30 p.m. five (5) calendar days, before your delegation date.		
Technical Requirements Laptop/Projector available	Specify:		

Print Name

Signature

OFFICE USE ONLY		
☐ Approved	☐ Declined	Assigned Date:
Time:	Approved by:	Confirmed by:

Appearing Before Council as a Delegation

1. Persons or organizations wishing to appear before council as a delegation must submit this completed form.
2. All requests must be received by the Administration Office prior to noon on the Thursday of the week preceding the council meeting.
3. Delegations who miss the Thursday deadline, and who wish to address the next regular meeting of council, must still fill out this form.
4. CAO or designate will discuss request to appear before Council.
5. Include all pertinent background and related documents so that all necessary details may be considered. The information clarifies the purpose of the delegation for council and allows council members to become familiar with the topic and obtain any necessary information prior to the meeting.
6. You may forward your request using any of the following methods:
 - Email: info@bruderheim.ca
 - Fax: 780-796-3070
 - Mail or Hand Deliver: Town of Bruderheim, 5017 Queen Street/PO Box 280, Bruderheim, AB, T0B 0S0
7. All delegations must be approved by the CAO or designate prior to being heard.
8. If you will be providing supporting documentation, such as a PowerPoint presentation or handouts, you must submit the documents no later than noon on the Thursday prior to the meeting if it is to be included in the agenda.
9. Delegations must be in attendance when their agenda item is called.
10. If your material is not published in the agenda, bring ten (10) copies with you to the meeting and provide the information about the handouts. Note: distributed documents become part of the public record.
11. Delegations are permitted 15 minutes for their presentation. Council may ask questions after the presentation for clarification.
12. Delegations are to present information to council. Council will not enter into debate with the delegations.
13. Do not expect an immediate answer. Council will receive the information and may refer your issue to staff for more information or to another meeting for further consideration.
14. Council hears a maximum of two delegations per meeting. Delegations are scheduled on a first come/first serve basis.

Note: The Delegation Request form and related documents become part of the public record and will be released/published in the agenda and minutes that are available to the public in a variety of methods.