

Delegation Request Form

Adopted by Council – October 21, 2020 Resolution No. 20.582

This completed form needs to be submitted by 12:00 PM at least 6 business days prior to the Committee Meeting of Council you wish to attend.

Date: _____

Name: _____

Phone: _____ Email: _____

Address/Town/Postal: _____

Representing an organization? Name: _____

Attending as an individual

Name of presenter(s) (max. 2 people)

Name: _____ Title: _____

Name: _____ Title: _____

Purpose of delegation: Information only
(Check all that apply) Request for Letter of Support
 Request for funding
 Other: _____

Subject of delegation: _____

Supporting material¹ (optional): None
 Yes – Handouts
 Yes – PowerPoint Presentation
 Yes – Other²: _____

Requested meeting date³: _____

Committee Meetings of Council are held every first and third Wednesday of the month.

¹All supporting presentation material is subject to the approval of the CAO or his/her designate.

² The M.D. does not guarantee being able to support all types of presentation material.

³ Delegation requests are processed on a first come, first serve basis. Therefore, if the requested meeting date is not available, you will be contacted with alternative meeting date options.

I understand and acknowledge the Council Delegation Terms and Conditions attached to this form.

The collection of personal information on this document is governed by the Freedom of Information and Protection of Privacy (FOIP) Act as well as other provincial enactments. The M.D. has legal authority to collect information to assist in the operations of municipal programs and services. Should you have any questions or concerns regarding the content of this document, please feel free to contact our *FOIP Coordinator at the M.D. of Bonnyville, 4905 – 50 Avenue Bonnyville, AB T9N 2J7 P: 780-826-3171 F: 780-826-4524.*



For Office Use Only

Date request received: _____ Request received by (initials): _____

Department(s) affected by the request: _____

Approved

Scheduled for (meeting type): Committee Meeting Regular Meeting

On (date) _____ at (time) _____

Declined

Reason for refusal: _____

Confirmed with Requester: Yes / No Date: _____

Confirmed with Department: Yes / No Date: _____

Printed Name/Signature: Manager of Legislative & Information Services:

_____ / _____ Date _____

Council Delegation Terms and Conditions

- (1) All supporting presentation material MUST be submitted electronically to Legislative Services by 12:00 noon on the Tuesday preceding the assigned meeting date. There will be no exceptions made for material submitted after this deadline without the approval of the Chief Administrative Officer (CAO) office.
- (2) All delegation presentation material is subject to the approval of the CAO.
- (3) Each delegation presentation is allotted 15 minutes. The Chair of the meeting has the authority to terminate the presentation sooner at his/her discretion.
- (4) To help facilitate a successful delegation presentation, we recommend the following:
 - (a) Turning cell phones off;
 - (b) Wearing business casual attire;
 - (c) Speaking clearly into the microphone provided;
 - (d) Introducing each presenter and your group/organization, if applicable;
 - (e) Having supporting facts on hand, where possible;
 - (f) Clearly stating your request, if any.
- (5) All meetings of M.D. Council are professional business meetings and the presenters will be expected to address Council throughout the presentation in a respectful and temperate manner.
- (6) The M.D. has zero tolerance for disrespectful displays during meetings of Council and reserve the right to remove anyone from Council Chambers at any time.
- (7) While conducting a delegation presentation, the presenters shall:
 - (a) Address the Reeve as "Mr. or Madam Reeve".
 - (b) Address the Members of Council as a whole through the Reeve.
 - (c) Address Councillors as "Councillor [last name]".
 - (d) Address the CAO as "Mr. or Madam CAO".
- (8) The presentation shall relate only to the subject matter indicated in the approved Delegation Request Form. Deviation from this approved subject matter may result in the delegation being terminated immediately by the Chair.
- (9) The delegation presentation will be accepted as information by Council and, if further deliberation is required, it will be added as an agenda item to a subsequent Council meeting with a recommendation from Administration.
- (10) The Chair will open the floor to questions from members of Council once the delegation presentation is completed. The response to these questions should address the question only and refrain from using the opportunity to extend their presentation.
- (11) Once the delegation presentation has concluded, the presenters may return to their seats in the public gallery or may exit the meeting, if they so please.
- (12) Meetings of Council begin at 9:30 AM. Please arrive at least 10 minutes prior to your scheduled delegation presentation time.

- (13) All information and supporting documentation collected for or provided by an approved delegation is done so under the general authority of the *Freedom of Information and Protection of Privacy Act (FOIP)*. Submission of the Delegation Request Form and any supporting presentation materials will be used in accordance with the FOIP terms and shall become public information unless deemed by the CAO to be confidential and presented to Council in “Closed Session”.
- (a) The presenters name(s) and group/organization name will be subject to disclosure by way of publication of the Council Meeting agenda.
 - (b) All correspondence and material submitted as part of the presentation will form part of the public record and be published as part of the Council Meeting agenda package, with the exception of Closed Session delegations.
 - (c) All other information provided on the Delegation Request Form will only be published as deemed necessary by Administration and with the approval of the individual/community group/organization.

For more information please contact Legislative Services at 780-826-3171, or refer to *Policy No. 1.013 Delegations to Council Policy* located on the M.D. website www.md.bonnyville.ab.ca.