



## COUNCIL MEETING DELEGATION FORM

### Delegate Information

Name of Organization/Person: \_\_\_\_\_

Name of Presenter(s): \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

☐ I consent to the release of my name in the public agenda package.

Please provide a brief description of the nature of the presentation.

☐ I consent to the documentation being posted publicly unless specifically protected under the *Freedom of Information and Protection of Privacy Act*. Specify supporting documentation.

Are you requesting a specific action be taken by Council? If so, please provide a brief outline of the request:

Does the delegation require any special equipment? (Overhead projector, laptop, etc.)

☐ Yes ☐ No

Please specify \_\_\_\_\_

Have you reviewed and understood County of Minburn's Council Delegation Information/Guidelines listed below?

☐ Yes    ☐ No

### **Date and Signature**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

### **Confirmation:**

Delegations are **not** confirmed until you have been contacted by the County of Minburn with the date and time of your presentation.

### **Delegation Information / Guidelines** (as outlined in County of Minburn Bylaw 1290-19)

#### **9. DELEGATIONS**

- (a) *Individuals or groups may request an appointment to be heard by Council as a delegation.*
- (b) *Requests for appointments with Council from individuals or groups shall be made to the CAO in writing or electronically at least seven (7) days prior to a Regular Council or Committee of the Whole meeting.*
- (c) *The request to be heard as a delegation must clearly identify the reason or purpose of the presentation.*
- (d) *After reviewing the request to be heard as a delegation, the CAO will schedule the delegation to be heard by Council at a Regular Council meeting or Committee of the Whole meeting.*
- (e) *The CAO has the authority to deny or postpone delegation requests for any reason, unless otherwise directed by Council.*
- (f) *Presentations shall be limited to ten (10) minutes unless prior arrangements and approval have been received by the CAO.*

Personal information is being collected under the authority of Section 33(c) of the *Freedom of Information and Protection of Privacy Act* and will be used for purposes of managing and administering public hearings, public presentations and open house presentations. If you have any questions regarding the collection and use of your personal information, please email [cao@minburncounty.ab.ca](mailto:cao@minburncounty.ab.ca).