



Delegation Application Form

"Delegation" is the term used to define the process whereby an individual or group appears before Council in order to make a presentation, enter a request for action, update Council on activities, or to provide further information on an issue currently before Council for a decision. The process is governed by the rules set out in the Council Procedure Bylaw. The bylaw states that the CAO may refuse to place a delegation on the agenda if the issue is not considered to fall within the jurisdiction of Council or if the delegation has already addressed Council on the same topic in the past twelve months. Further, Council must not permit a delegation to address a meeting of the Council regarding a bylaw in respect to which a public hearing has been held, or where the public hearing is required under an enactment as a prerequisite to the adoption of the bylaw.

The following is the procedure for a member of the public to request to appear as a delegation:

1. Submit the Delegation Application Form to the Assistant CAO by hand delivery or e-mail no later than noon on the Wednesday prior to the meeting at which you wish to appear.
2. The Town will review the application and reach out for any questions of clarify.
3. Once all information is received, your delegation will be assigned an appropriate date. Every effort is made to assign a date as soon as possible, depending on various factors. The Assistant CAO will respond to the request by telephone or e-mail, advising of the date of the Council meeting when they are scheduled and the time they should appear.
4. The presentation is limited to 10 minutes, regardless of the number of people in the delegation.
5. The Assistant CAO must be in receipt of any presentation materials by the agenda deadline.
6. During your presentation, please be aware of the following protocols:
 - The Mayor should be addressed as "Mayor", and Councillors should be addressed as "Councillor";
 - Staff should be addressed by title, e.g., "Chief Administrative Officer", or by name, e.g., "Mr. Smith";
 - All delegations and responses to Council or staff are addressed through the Mayor;
 - Please use the allotted time wisely, making succinct and relevant comments and answers.

It is understandable if delegates are nervous speaking in a public forum that may be recorded. Remember that Council is very understanding and tries to set a comfortable and welcoming environment for all. Council encourages public participation, welcomes delegations, and appreciates hearing from the public. Please complete the attached application form if you wish to be received by Town Council.

DELEGATION APPLICATION FORM

1. Briefly describe the purpose of the presentation and the key points you expect to address at the Council meeting (you may attach a separate sheet if more space is required).
2. Select all that apply to your delegation:
Funding Request Request Letter of Support Information only Other
3. List the names of the individuals who wish to address Council.
4. Will any written or electronic material be made available to Council? Yes No
If yes, it must be received in pdf, jpg, or PowerPoint by noon on Wednesday preceding the meeting
5. Please provide the following information:

Name of Presenter(s) _____ **Requested Appearance date:** _____

Organization (if applicable): _____

Address: _____

Cell Phone #: _____ **Business Phone #:** _____ **Email:** _____

Do you wish to appear electronically (Via Zoom)? Yes No

IMPORTANT INFORMATION ABOUT PRIVACY AND YOUR PRESENTATION

Information collected on this delegation request form is done so under the general authority of the Municipalities Act and Local Government Freedom of Information and Protection of Privacy Act (LAFPIP) and is protected in accordance with LAFPIP. Personal information will only be used by authorized staff to fulfill the purpose for which it was originally collected, or for a use consistent with that purpose. Please be advised that Town of Pilot Butte public meetings may be recorded and available online for public access. By completing this form, and speaking at these meetings, you are consenting to disclosure of any personal information made evident through your application, speech, or presentation materials, and acknowledging that this information may be disclosed and/or accessed outside of Canada. You are also asserting that your presentation is in compliance with the Federal Copyright Act and grant the Town of Pilot Butte license to publish these materials.

Applicant Signature: _____ **Date:** _____

For further assistance with your application or information regarding the collection, use, or disclosure of personal information, please contact the Town Office at 306-781-4547. Completed forms can be emailed to general@pilotbutte.ca or delivered to the Town Office at 222 Diamond Place.

FOR OFFICE USE ONLY Date of Delegation: _____ Time: _____ Approved by CAO: _____