



## Delegation Request Form

Council meetings are usually held twice per month at 7:00pm and once per month at 1:00pm. For a list of scheduled meetings, please visit [www.crowsnestpass.com](http://www.crowsnestpass.com) or contact the Executive Assistant at [laken.mckee@crownsnestpass.com](mailto:laken.mckee@crownsnestpass.com). 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.

Requests to appear as a delegation must be submitted a minimum of 11 calendar days prior to the Council meeting. Please note, while we try to accommodate requests for a specific meeting date, there will be times that there is no further availability in that particular meeting and your delegation will be deferred to a subsequent meeting agenda.

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	1	Name	
		Title	
	2	Name	
		Title	
Purpose of Presentation	<input type="checkbox"/> Information Only <input type="checkbox"/> Request for Funding		<input type="checkbox"/> Request Support <input type="checkbox"/> Request Action
Details of Request			
Will you be providing documentation?	<input type="checkbox"/> yes <input type="checkbox"/> no If yes, please see reverse for documentation submission instructions		
Name		Signature	

*The personal information provided in this application is collected in accordance with Section 33 (c) of the Freedom of Information and Protection of Privacy Act. The information is required and will be used for scheduling speakers before Municipal Council. Your information and any attachments/materials will become part of a public agenda document. If you have any questions about the collection or use of the personal information provided, please contact the Municipality's FOIP Coordinator at 403-562-8833.*

## Appearing Before Council as a Delegation

- Each presentation by a delegation shall be limited to 15 minutes
- Delegation requests will be reviewed by the Chief Administrative Officer, the Mayor, and Deputy Mayor at the Agenda Review Meeting that takes place typically 8 calendar days prior to the meeting.
- Your request may be:
  - Approved and added to the agenda
  - Approved but deferred to a subsequent meeting agenda
  - Referred to Administration, if the matter is considered to be operational in nature
  - Refused, if the matter is not considered to fall within the jurisdiction of Council or is otherwise deemed improper
- Delegations will not be approved if they are regarding a proposed Bylaw that a Public Hearing has been or will be held
- The use of presentation slide decks, maps, videos and other similar materials is permitted in a Delegation presentation, provided that the materials are forwarded to the Chief Administrative Officer (CAO) in advance of the meeting, and these materials become the property of the Municipality as part of the record of the proceedings
  - Submit a copy of the presentation for inclusion with the meeting packages to the Executive Assistant to the CAO at [laken.mckee@crowsnestpass.com](mailto:laken.mckee@crowsnestpass.com)
  - Presentations must be submitted a minimum of one week prior to the meeting
- Members of Council may pose questions for clarification to a delegation, but no debate is permitted
- Any question posed to Council by a delegation may be referred to the Chief Administrative Officer and it is not required that Council provide a response at that time

Submit your complete application to:

Laken Mckee, Executive Assistant  
Municipality of Crowsnest Pass

By mail:  
Box 600  
Crowsnest Pass, AB, T0K 0E0

In person:  
8502 – 19 Avenue, Coleman

By email:  
[Laken.Mckee@crowsnestpass.com](mailto:Laken.Mckee@crowsnestpass.com)