



TOWN OF SEDGEWICK

4818 - 47 Street - Box 129
Sedgewick, AB T0B 4C0
P: 780.384.3504
F: 780.384.3545
www.sedgewick.ca

DELEGATION REQUEST FORM

Please complete both pages of the Request form and submit to the Chief Administrative Officer. You will be contacted at the receipt of your request to schedule a date and time for your presentation, as well as to address any additional concerns, questions and accommodations you may have or require.

Name of Person or Group Requesting to Appear:

Council Meeting Date Requested:

Topic of Discussion (*Be specific, provide details; attach additional information, if required*):

Purpose of Presentation:

Information Only Request action/support Request funds Other:

Desired Outcome:

Activities to date regarding this matter:

Will the presentation include any visual aids (i.e: PowerPoint Presentation)? If so, please specify.

Contact Person:

Mailing Address:

Contact Number(s)

Email Address:

Signature _____

Date _____

Delegation Request

This personal information is collected under the authority of section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act and will be managed in accordance with the privacy provision under the FOIP Act. If you have any questions about the collection, contact the FOIP Coordinator, 4818 - 47 Street, Sedgewick, AB T0B 4C0 (780) 384-3504

DELEGATION/PUBLIC PRESENTATION PROCEDURE

Please read the following specifications carefully and initial to acknowledge that you have read and understand them. They are instructions regarding Council procedure and expectations that will assist you with your Request and Presentation. Further information is available within the Town of Sedgewick [Procedural Bylaw 555](#).

Request for Public Presentations shall be made to the Chief Administrative Officer in writing at least three (3) business days prior to a Regular Meeting. Request received less than three (3) days before a meeting of Council shall be included on the Agenda for the next Regular Meeting immediately following.

Initials_____

Verbal Presentations including question and answer period shall be limited to ten (10) minutes in length unless there is consent prior to establishment of the Agenda or by Council at a Regular Meeting to extend the time for a presentation.

Initials_____

Reappearing before Council regarding the same matter shall only be permitted once six (6) months has passed from the original presentation.

Initials_____

Debate concerning matters raised during public presentations shall take place at the discretion of Council.

Initials_____

Personal presentations to Council shall not be allowed with regards to undisclosed matters which have been subject of a Public Hearing.

Initials_____

When a person or representative of a delegation or group wishes to address Council on a matter which is not on the agenda, the Council may refer the matter to any appropriate committee, appoint a special committee to deal with the matter, or deal with the matter itself at the meeting, if proceeding is approved by 2/3 majority of Council.

Initials_____

Council and Committee Meetings are public in nature and it is understood that an individual writing or submitting items to a Councillor or Administration of the Town of Sedgewick has a reasonable expectation that their correspondence/presentations, which may include personal information (i.e. Name) or business information could be disclosed at a public Council Meeting and/or Committee Meeting and as part of the Council Agenda Package on the Town of Sedgewick Website.

Initials_____

MAIL OR HAND DELIVERY

Attn: Chief Administrative Officer
Town of Sedgewick
4818 – 47 Street
Box 129
Sedgewick, AB T0B 4C0

PHONE

(780) 384-3504

EMAIL

cao@sedgewick.ca

FAX

(780) 384-3545