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## Preparing for your Presentation/Delegation

### Register in advance with the Executive/Legislative Coordinator/Office of the CAO:

Email: [legislative@blackfalds.ca](mailto:legislative@blackfalds.ca)

Call: 403.885.4677

Fax: 403.885.4610

Attend in person at the Town Office, 5018 Waghorn Street

### In accordance with Procedural Bylaw No. 1332/25:

14.1 If a Delegation wishes to make a presentation to Council the Delegation must submit a written request in the form of a Delegation Application to the Legislative Coordinator no later than noon (12:00 p.m.) on the Wednesday prior to a Regular Council Meeting.

-Or-

33.10 If a presenter wishes to make a presentation to the Standing Committee of Council the presenter must submit a written request in the form of a Delegation Application to the Legislative Coordinator no later than noon (12:00 p.m.) on the Tuesday prior to a Committee Meeting.

14.2 Delegations are limited to fifteen (15) minutes at a Regular Council Meeting unless, at Council's discretion, a longer time is required.

14.3 Delegations shall not address Council on the same subject matter more than once every six (6) months unless prior approval is granted by Council unanimously agreeing to the Delegation.

14.4 All written presentations will become a matter of public record unless the Delegation informs the office of the CAO or it is deemed confidential in accordance with the FOIP Act.

### Written statements

Pursuant to 14.4, if you have a written submission, the Legislative Coordinator/Office of the CAO will add it to the agenda package that is provided to Council in advance of the meeting. Written statements can be provided by email to [legislative@blackfalds.ca](mailto:legislative@blackfalds.ca) or as a paper copy.

### Your submission is required at least one week prior to the meeting you wish to attend.

Please note, all written presentations will become a matter of public record, unless you inform this office otherwise, or it is deemed confidential.

### Use of audio-visual materials

You are permitted to use the Town's audio-visual equipment as part of your presentation. PowerPoint presentations should be emailed or provided on a USB or another external device. Presentations with audio-visual will be set up so that the presenter can move through the presentation at their own pace.

If you plan to use photographs, video or other audio-visuals, please advise when you register. p. 403.885.4677 [legislative@blackfalds.ca](mailto:legislative@blackfalds.ca) [www.blackfalds.ca](http://www.blackfalds.ca)

If you have any questions, please contact the Executive/Legislative Coordinator.