



Application Form - Delegation/Public Presentation to Council

Please complete both pages of the request form and submit it to Legislative Services at legislativeservices@edson.ca or 605 50 St, PO Box 6300, Edson AB, T7E1T7. You will be contacted upon receipt of your request to schedule your presentation, as well as to address any outstanding matters. Contact legislativeservices@edson.ca or (780) 723-4401 ext. 104 should you have any questions.

CONTACT INFORMATION		
Name:	Organization:	
Address:		
Primary Phone:	Secondary Phone:	
Email:		
Name and Position of Designated Presenter(s):		
Email of Designated Presenter(s):		
PURPOSE & NATURE OF YOUR REQUEST		
<i>Requests made for the purpose of promoting commercial products or services, repeat requests, or requests outside of the governance authority of Council will not be accepted. Requests may also be referred to Administration as appropriate.</i>		
Please provide details of the issue/topic you wish to present. If your request is for a specific action/decision from Council, indicate this clearly. Note that Council does not generally take any action during the meeting in which the presentation occurs.		
Will your presentation include any visual aids (e.g. PowerPoint Presentation) or supplementary materials? If so, please specify. Note that all materials must be submitted to legislativeservices@edson.ca by 12:00 P.M. on the Wednesday preceding the meeting, and will form part of the public agenda.		
MEETING DATE(S)		
<i>Regular Council Meetings take place on the 1st and 3rd Tuesday of each month at 7:00 P.M., while Committee of the Whole Meetings take place on the 2nd Tuesday of each month at 7:00 P.M. Resolutions of Council can only be made at a Regular Council Meeting. Requests must be received a minimum of one week before the meeting date, and are subject to review/approval.</i>		
Preferred Date of Appearance:	Virtual <input type="checkbox"/>	In Person <input type="checkbox"/>
Alternate Date 1:	<input type="checkbox"/>	<input type="checkbox"/>
Alternate Date 2:	<input type="checkbox"/>	<input type="checkbox"/>

Signature: _____

Date: _____

The personal information collected will be used to process your request for a Public Presentation to Town of Edson Council and is collected under the authority of the *Freedom of Information and Protection of Privacy Act*. Your information will form part of a file available to the public. If you have questions about the collection and use of this information, please contact Town of Edson FOIP Coordinator at 605 50 St, PO Box 6300, Edson AB, T7E 1T7, (780) 723-4401, or foip@edson.ca.



DELEGATION/PUBLIC PRESENTATION PROCEDURE <i>Please read the following information carefully and initial each item. They are instructions regarding Delegation procedure and expectations that will assist you with your request and presentation. Further information is available within the Council Procedural Bylaw No. 2230.</i>	INITIALS
Applications must be received a minimum of one week before the requested meeting date. Applications are subject to review, and the applicant is not guaranteed their preferred date.	
Any presentation materials, reports, or other supplementary documents must be received by 12:00 P.M. on the Wednesday prior to the meeting, and will form part of the public Agenda.	
Delegates will have a maximum of fifteen minutes to present, unless an extension is granted by the Chair. Council may ask clarifying questions.	
Debate concerning matters raised during public presentations shall take place solely at the discretion of Council.	
Council and Committee Meetings are public in nature, and it is understood that an individual submitting items to Council or Administration has a reasonable expectation that their submission, which may include personal or business information, may be disclosed at a public Council Meeting and/or Committee Meeting and as part of the Council Agenda Package on the Town of Edson website.	
WHAT TO EXPECT DURING THE MEETING	
Delegations may attend meetings in person at the Edson Civic Centre (605 50 St, Edson AB, T7E1T7) or virtually via the Zoom platform. For virtual delegates, a meeting access link will be circulated in advance to the email address provided on your application.	
Please ensure you arrive/sign on 15 minutes prior to the start of the meeting. Delegations are typically the first or second item on the Agenda, following the adoption of previous minutes.	
When addressing a member of Council during the meeting, comments should be directed through the Chair to the Councillor in question.	
Council wears formal attire for Council meetings and casual dress for Committee meetings.	
All Council/Committee meetings are livestreamed. This means they are video and audio recorded and available online.	