



Form 4 - Presentations or Delegation Requests to Council

- 1) Presentations or delegation requests are required to enter a request for action, update Council on activities, or to provide information on an issue currently before Council for decision. If the issue under request is not within the authority of Council, has been already addressed by Council in the preceding twelve (12) months, or is a matter considered or to be considered under Public Hearing, the request will not be accepted.
- 2) Requests must be completed and received no later than noon on the Monday of the week prior to the upcoming meeting. Written materials must accompany the request and be suitable for distribution. Requests and written material submissions will be reviewed and may or may not be accepted at the discretion of the CAO.
- 3) Please indicate a preferred date and include at least one alternative date for the presentation. Every effort will be made to assign a date as requested. You will be notified by the CAO, or their designate, of the presentation date and time.
- 4) List the name(s) and contact information of the individuals who wish to address Council.
- 5) Briefly specify the purpose of the presentation and the key points you or your group expect to address at the Council meeting.
- 6) Up to 5 minutes will be set aside for presentations. It is at Council's discretion to extend any time limits for presentations.
- 7) During the presentation, all delegations and responses to Council or staff are addressed through the Mayor.

Please provide the following information:

Requested Appearance Date: _____ Alternate Date: _____

Applicant Name: _____ Email: _____

Organization or Group (as applicable): _____

Mailing Address: _____

Tel or Cell #: _____ Business Tel #: _____

Primary Purpose of Your Presentation to Council:

Please Note: This is a Public Document and may be posted on the Village's Website with the appropriate Council Package.

Applicant signature: _____ Date: _____

For further information or assistance with this form please contact the Village Office at Tel: (306) 425-2107 or by Email at villageoffice@airronge.ca

For Office Use Only:

Date and Time of Appearance: _____

Approved by CAO: _____