

**Preparing your Presentation/Delegation:**

**Register in advance:** email: [info@blackfalds.com](mailto:info@blackfalds.com)  
Call: Office of the CAO - 403.885.6248  
Fax: 403.885.4610  
Attend in person at the Town Office: 5018 Waghorn Street

As per Procedural Bylaw 1183.14, Part 10 – Agenda:

*40. If a delegation wishes to make a presentation to Council the Delegation must submit a written request and all pertinent background information to the Office of the CAO no later than noon on the Wednesday prior to the Council meeting. The written request must contain the following:*

- (a) Name of spokesperson and representative group presenting to Council;*
- (b) Contact information for the spokesperson and group;*
- (c) A general description on presentation information including a copy of presentation documents.*

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

**Written statements**

If you have a written submission to read, the Office of the CAO will make copies and distribute it to Council in advance of the meeting. Written statements can be provided by email to [info@blackfalds.com](mailto:info@blackfalds.com) or as a paper copy. We require your submission at least one week prior to the meeting. You can also leave written material with the Executive Assistant/FOIP Coordinator at the meeting for distribution later. All written presentations will become a matter of public record, unless you state otherwise or it is deemed confidential.

**Use of audio-visual materials**

You are welcome to use audio-visuals as part of your 15-minute presentation. PowerPoint presentations should be e-mailed or provided on a usb or an external device. Presentations with audio-visual will be set up so that the presenter can move through at their own pace.

If you plan to use photographs, video or other audio-visuals, please advise the Office of the CAO when you register.