

## Preparing for your Presentation/Delegation

**Register in advance with the Executive Assistant, Office of the CAO:**

Email: [lbrown@blackfalds.com](mailto:lbrown@blackfalds.com)

Call: 403.885.4677, ext. 105

Fax: 403.885.4610

Attend in person at the Town Office, 5018 Waghorn Street

### **Procedural Bylaw No. 1237.19:**

Part 10 – Agenda, states:

44. *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) *Detailed 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, the 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 [lbrown@blackfalds.com](mailto:lbrown@blackfalds.com) 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 the Office of the CAO when you register.

If you have any questions, please contact the Executive Assistant.