



## SCHEDULE A – BYLAW 789B



## Request Form

## Delegation/ Public Presentation to Town of Killam Council

Please complete both pages of the request form and submit it to the Chief Administrative Officer. You will be contacted at the receipt of your request to schedule a date and time for your presentation, as well as to address any additional concerns, questions and accommodations you may have or require.

## PART A: COLLECTION OF INFORMATION

**CONTACT INFORMATION**

Name:

Organization (If Applicable):

Address:

Primary Phone:

Secondary Phone:

Email:

**PURPOSE & NATURE OF YOUR REQUEST**

Please provide details of your request:

(If more space is required, please attach additional information)

Will your presentation include any visual aids (ie; PowerPoint Presentation)? If so, please specify.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

The personal information collected will be used to process your request for a Public Presentation to Town of Killam 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 the Town of Killam CAO at 4923-50<sup>th</sup> Street, Killam, AB T0B 2L0 (780) 385-3977.

## PART B: DELEGATION/ PUBLIC PRESENTATION PROCEDURE

Please read the following specifications carefully and initial to acknowledge that you have read and understand them. They are instructions regarding Council procedure and expectations that will assist you with your Request and Presentation. Further information is available within the Town of Killam Procedural Bylaw 789B.

Requests for Public Presentations shall be made to the Chief Administrative Officer in writing at least three (3) business days prior to a Regular Meeting. Requests received less than three (3) days before a meeting of Council shall be included on the Agenda for the next Regular Meeting immediately following.	Initials _____
Verbal presentations including question and answer shall be limited to ten (10) minutes in length unless there is consent prior to establishment of the Agenda or by Council at a Regular Meeting to extend the time for a presentation.	Initials _____
Debate concerning matters raised during public presentations shall take place at the discretion of Council.	Initials _____
Personal presentations to Council shall not be allowed with regard to undisclosed matter which has been subject of a Public Hearing.	Initials _____
When a person or representative of a delegation or group wishes to address Council on a matter which is not on the agenda, the council may refer the matter to any appropriate committee, appoint a special committee to deal with the matter, or deal with the matter itself at the meeting, if proceeding is approved by 2/3 majority of vote of council.	Initials _____
Council and Committee Meetings are public in nature and it is understood that an individual writing or submitting items to a Councillor or to Administration of the Town of Killam has a reasonable expectation that their correspondence/presentations, which may include personal information (ie name) or business information could be disclosed at a public Council Meeting and/or Committee Meeting and as part of the Council Agenda Package on the Town of Killam Website.	Initials _____

### MAIL OR HAND DELIVERY

Attn: Chief Administrative Officer  
Town of Killam  
4923-50<sup>th</sup> Street  
Box 189  
Killam, AB T0B 2L0

### PHONE

780.385.3977

### EMAIL

[cao@town.killam.ab.ca](mailto:cao@town.killam.ab.ca)

### FAX

780.385.2120

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