

# Delegation Request Form



P.O. Box 1260, Banff, Alberta T1L 1A1

[www.banff.ca](http://www.banff.ca)

<b>Name of person or group requesting to appear.</b>
Council Meeting Date Requested:

<b>Topic</b>
The topic of discussion is (be specific, provide details, and attach additional information, if required)

<b>Purpose</b>
Purpose of presentation Information only    Request action/support    Request funds    Other _____
Desired resolution
Activities to date relative the matter

<b>Contact Information</b>	
Contact Person	
Address	
Town	Postal Code
Phone	Cell
Email	

<b>Office Use Only</b>	
Approved    Declined    Date Scheduled:	Applicant Informed

## Appearing Before Council as a Delegation

1. Persons or organizations wishing to appear before council as a delegation must submit this completed form.
2. All requests must be received by the Municipal Clerk prior to **noon on the Monday** of the week preceding the council meeting.
3. Delegations who miss the Monday deadline, and who wish to address the next regular meeting of council, must still fill out this form. Under special circumstances, council may pass a motion agreeing to hear the delegation, but there is no obligation on council's behalf to guarantee that his will happen. The onus is on the applicant to show on this form why the delegation cannot wait for the next regular council meeting, and what additional information the delegation has that would be of interest to council.
4. Include all pertinent background and related documents so that all necessary details may be considered. The information clarifies the purpose of the delegation for council and allows council members to become familiar with the topic and obtain any necessary information prior to the meeting.
5. You may forward your request using any of the following methods:
  - email: [municipal.clerk@banff.ca](mailto:municipal.clerk@banff.ca)
  - fax: 403.762.1260
  - mail or hand deliver: Town of Banff, Box 1260, 110 Bear Street, Banff AB, T1L 1A1
6. All delegations must be approved by the Mayor prior to being heard.
7. If you will be providing supporting documentation, such as a Powerpoint presentation or handouts, you must submit the documents no later than **noon on the Wednesday** prior to the meeting if it is to be included in the agenda.
8. Delegations must be in attendance when their agenda item is called.
9. If your material is not published in the agenda, bring ten (10) copies with you to the meeting. Note: distributed documents become part of the public record.
10. Delegations are permitted 5 minutes for their presentation. Council may ask questions after the presentation for clarification.
11. Delegations are to present information to council. Council will not enter into debate with the delegations.
12. Do not expect an immediate answer. Council will receive the information and may refer your issue to staff for more information or to another meeting for further consideration.
13. Council usually hears from a maximum of two delegations per meeting. Delegations are scheduled on a first come/first serve basis.

**Note: The Delegation Request form and related documents become part of the public record and will be released/published in the agenda and minutes that are available to the public in a variety of methods.**

**Some helpful tips for a successful presentation can be found on [banff.ca/delegations](http://banff.ca/delegations)**