

Delegation Request Form

Village of Andrew - Box 180, 5021-50 Street, Andrew, AB T0B 0C0
Phone: 780.365.3687 Fax: 780.365.2061



Name of person or group requesting to appear: _____

Council Meeting Date Requested: _____

The Village of Andrew Council Meetings are held twice a month on the first and third Wednesday of every month at 7:00 pm at the Village of Andrew Council Chambers. Council meetings are open to the public.

Purpose of presentation:
Desired outcome:
Activities to date relative to the matter:
Contact Person:
Address:
Phone/email:
If you have a written submission that you would like Council to read, administration will make copies and distribute to Council in advance of the meeting. Delegation requests and related information must be submitted to the CAO at least 5 working days prior to the upcoming Council meeting. This form can be dropped off at the Village Office or emailed to cao@liveinandrew.com
Attached information provide: Yes <input type="checkbox"/> No <input type="checkbox"/> Date:
Each speaker/delegation/presenter has 10 minutes to make his or her presentation. The 10 minute limit applies even if a speaker represents other people; however, Council may decide to extend the presentation time, depending on the circumstances.

Tips for a successful presentation:

Respect and civility are to be maintained at all times.

Structure your presentation:

- Introduce yourself and briefly describe your relationship to the issue. For example, you may be representing a group or you may live in or near an area where a problem is occurring within the Village of Andrew.
- State your topic. If you are requesting action to address a certain issue, describe the issue and the action you wish Council to take. If you are requesting funding, state the amount and purpose of funding.
- Provide background information when appropriate. For instance, you may want to talk about how long the issue has been going on or how you or your organization has been affected. For funding requests, please provide your budget information and other revenue you have or are pursuing.
- Set up for success. You may have handouts to assist with your presentation. Please provide them to the Municipal CAO prior to the meeting.

Topics that cannot be discussed with Council:

While most matters can be discussed at a public meeting with Council, a few cannot. These include:

- Matters that must be kept confidential under the Freedom of Information and Protection of Privacy Act: for example, Personnel, and legal Decisions of the Subdivision and Development Appeal Board or the Assessment Review Board

* If you are wondering whether your topic can be discussed, contact the Village of Andrew CAO. 780 365.3687

Council Decision Making:

- At public meetings, Council may make a decision about each item immediately after the conclusion of the presentation. You are welcome to stay in Council Chambers to hear the decision.
- Some items may be referred to the Village of Andrew administration or for further work or research and reviewed again by Council at a future meeting.
- If this is the case, the Mayor will let you know the matter is being referred or tabled. Depending upon circumstances, the outcome may be provided by the CAO via letter, phone call or you will be provided the date and time that your item will come back to Council.