



TOWN OF CROSSFIELD

Box 500, 1005 Ross Street,
Crossfield, AB T0M 0S0

Application Form - Delegation/Public Presentation to Council

Please complete the entire request form and submit your request to the Town of Crossfield at admin@crossfieldalberta.com. You will be contacted upon receipt of your request to schedule your presentation, as well as to address any outstanding matters. Contact admin@crossfieldalberta.com or (403) 946-5565 ext.231 should you have any questions.

CONTACT INFORMATION	
Name:	Organization:
Address:	
Phone:	Email:
Name and Position of Designated Presenter(s):	
Email of Designated Presenter(s):	
PURPOSE & NATURE OF YOUR REQUEST	
<i>Requests made for the purpose of promoting commercial products or services, repeat requests, or requests outside of the governance authority of Council will not be accepted. Requests may also be referred to Administration as appropriate.</i>	
Please provide details of the topic you wish to present. If your request is for a specific action/decision from Council, indicate this clearly. Note that Council does not generally take any action during the meeting in which the presentation occurs.	
PRESENTATION VISUAL AIDS/SUPPLEMENTARY MATERIALS	
Will your presentation include any visual aids (e.g., PowerPoint Presentation) or supplementary materials? ☐ YES ☐ NO If so, please specify.	
Note that all materials must be submitted to admin@crossfieldalberta.com by 4 P.M. on the Monday two weeks prior to the meeting and will form part of the public agenda.	
MEETING DATE(S)	
<i>Regular Council Meetings take place on the 1st and 3rd Tuesday of each month at 7:00 P.M.</i>	
Preferred Date of Appearance:	
Alternate Date 1:	
Alternate Date 2:	

Signature: _____ Date: _____

DELEGATION/PUBLIC PRESENTATION PROCEDURE <i>Please read the following information carefully and initial each item. They are instructions regarding Delegation procedure and expectations that will assist you with your request and presentation.</i>		INITIALS
Applications must be received a minimum of two weeks before the requested meeting date. Applications are subject to review, and the applicant is not guaranteed their preferred date.		
Any presentation materials, reports, or other supplementary documents must be received by 4 P.M. on Monday two weeks prior to the meeting and will form part of the public Agenda.		
Delegates will have a maximum of ten minutes to present unless an extension is granted by the Chair. Council may ask clarifying questions.		
Debate concerning matters raised during public presentations shall take place solely at the discretion of Council.		
Council and Committee Meetings are public in nature, and it is understood that an individual submitting items to Council or Administration has a reasonable expectation that their submission, which may include personal or business information, may be disclosed at a public Council Meeting and/or Committee Meeting and as part of the Council Agenda Package on the Town of Crossfield website.		
WHAT TO EXPECT DURING THE MEETING		
Delegations may attend meetings in person at the Town of Crossfield Community Center (900 Mountain Ave. Crossfield, AB, T0M 0S0) or virtually via Microsoft Teams platform. For virtual delegates, a meeting access link will be circulated in advance to the email address provided on your application.		
Please ensure you arrive/sign-in 15 minutes prior to the start of the meeting. Delegations are typically the first or second item on the Agenda, following the adoption of previous minutes.		
When addressing a member of Council during the meeting, comments should be directed <i>through the Chair</i> to the Councillor in question.		
All Council/Committee meetings are livestreamed. This means they are video, and audio recorded and available online.		