Delegation Request Form

Town of Rocky Mountain House

Box 1509, 5116 - 50th Avenue, Rocky Mountain House, AB, T4T 1B2 403-845-2866 town@rockymtnhouse.com

Name of the Person or Group Requesting to Appear:			
Contact Information:			
Contact Person			
Address			
Town		Postal Code	
Phone		Cell	
Email			

Preferred Council Meeting Date:	**Second Choice(s):**
Estimated time of Presentation: Delegations are limited to 10 minutes as per the Town's *Procedural Bylaw No. 18/16V* . Presentations longer than 10 minutes require approval from the Chair of the meeting.	
Chair's approval signature for extention of time:	

Topic:

The subject matter of discussion (please be specific in providing details). *Please provide with this form any supporting documentation (such as PDF or PowerPoint).*

Purpose:

Purpose of the Presentation

☐ Information only ☐ Request Action/Support ☐ Request Funds

☐ Other:

Office Use Only:		
☐ Approved	☐ Declined	Date Scheduled:
Signature of CAO:		Applicant Informed:

Personal information is being collected under the authority of *Section 33(c)* the *Freedom of Information and Protection of Privacy Act* and is a matter of the public record.

Appearing Before Council as a Delegation

Town of Rocky Mountain House

1. This form and any attachments/materials become part of the public record. The personal information is being collected under the authority of *Section 33 (c) the Freedom of Information and Protection of Privacy Act* and will be used in scheduling you as a speaker before Rocky Mountain House Council. Public meetings of Council are LiveStreamed. If you have any questions about the collection and use of this information, contact the FOIP Coordinator at rhartling@rockymtnhouse.com or 403-845-2866, ext. 288.

2. Persons or organizations wishing to appear before Town Council as a Delegation must submit this completed form **by 12:00 PM, on the Wednesday prior to the Council Meeting.**

3. If you are providing supporting documentation, such as a Powerpoint presentation or handouts, they also must be submitted **by 12:00 PM, on the Wednesday prior to the Council Meeting.** We recommend bringing a back up of your Powerpoint files with you on a memory stick.

4. Include all pertinent background and related documents with the completed form so that all necessary details may be considered. The information clarifies the purpose of the Delegation for Town Council and allows Council Members to become familiar with the topic and obtain any necessary information prior to the meeting.

5. You may submit your Delegation Request Form and supporting documents using any of the following methods:
Email: town@rockymtnhouse.com
Mail or Drop Off: Town of Rocky Mountain House, Attn: Legislative Services, Box 1509, 5116 - 50th Avenue, Rocky Mountain House, AB, T4T 1B2

6. All Delegations must be approved prior to being heard.

7. Delegations are scheduled on a first come/first serve basis. The Town may limit the amount of Delegations per meeting.

8. 2020 Schedule of Regular Council Meetings held at Town Office Council Chambers:

Month	1:00 PM Meeting Time for dates below	7:00 PM Meeting Time for dates below
January	7 & 21	14
February	4 & 18	11
March	3 & 17	10
April	7 & 21	14
May	5 & 19	12
June	2 & 16	9
July	7 & 21	No Meeting
August	4 & 18	No Meeting
September	1 & 15	8
October	6 & 20	13
November	3 & 17	10
December	1 & 15	No Meeting