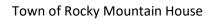
## **Delegation Request Form**





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

Name of the Person or Group Requesting to Appear:								
Contact Information:								
Contact Pe	erson							
Address								
Town			Po	ostal Code	2			
Phone			Ce	ell				
Email								
Preferred	Council Me	eting Date:	Se	Second Choice(s):				
Estimated time of Presentation:  Delegations are limited to 10 minutes as per the Town's <i>Procedural Bylaw No. 21/13V</i> .  Presentations longer than 10 minutes require approval from the Chair of the meeting.								
Chair's appr	roval signatu	re for extention of time:						
Chair S appr	rovai signatu	re for extention of time:						
<b>Topic:</b> 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:							
Appr	Approved Declined Date Scheduled:							

## **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 legislative@trmh.ca 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@trmh.ca

Mail or Drop Off: Town of Rocky Mountain House, <u>Attn: Legislative Services</u>, 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. 2022 Schedule of Regular Council Meetings held at Town Office Council Chambers:

Month	1:00 PM Meetin	g Tim	e for dates below	Notes
January	4	&	18	* January 4, 2022 Council Meeting was Cancelled by Town Council
February	1	&	15	resolution.
March	1	&	22	
April	5	&	19	
May	3	&	17	
June	7	&	21	
July	5	&	19	
August	2	&	16	
September	6	&	20	
October	4	&	18	
November	1	&	15	
December	6	&	20	