



# Delegation Request Form

Please submit completed form to [carolyn.vanderkuil@kneehillcounty.com](mailto:carolyn.vanderkuil@kneehillcounty.com)

## MEETING DETAILS

Regular Council Meeting Date & Time: \_\_\_\_\_

## GUIDELINES

- Presentations are not to exceed 15 minutes, including questions, unless permitted by Council.
- The Delegation Request Form and related documents will become part of the public record and will be released/published in the agenda and minutes and will be made available to the public in a variety of methods.
- Persons interested in requesting a presentation to Kneehill County Council must supply all pertinent information including handouts, PowerPoint Presentations no later than 4:00 p.m. on the Wednesday prior to the scheduled Tuesday meeting. If your material is not published in the agenda, bring ten (10) copies with you to the meeting. Note: distributed documents will become part of the public record.
- The County's Council meetings are video recorded and live-streamed on the County's website.

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## PRESENTER DETAILS

Name: (Person Making presentation) \_\_\_\_\_

Company or Group Represented: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

**Please Note:**  
*Regular Council Meetings are held the second and fourth Tuesday of every month unless otherwise posted. Please see Kneehill County Website or contact Administration for more information.*



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## PRESENTATION TOPIC

Will the presentation require PowerPoint facilities?    Yes     No

The topic of the discussion is (be specific, provide details, and attach additional information, if required so that all necessary details may be considered.):

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## PURPOSE OF PRESENTATION

Information Only     Request Action/Support     Request Funds     Other  
Desired Resolution (What is the decision you are asking to make?)

- *Have you included all attachments?*
- *Does your summary contain all pertinent information?*
- *Have you provided enough information to enable Council to make an informed decision?*
- *Have you reviewed your presentation to ensure that it will fit within the specified timelines?*

This personal information is being collected under the authority of Section (c) of the Freedom of Information and Protection of Privacy Act and will be used in scheduling you as a delegation before Council. If you have any questions about the collection of this information, please contact the FOIP Coordinator at 403-443-5541.