



# 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:

**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.*

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.

