



Delegation Request Form

Please submit completed form to
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.
- Kneehill County Council values respectful and constructive proceedings. All presenters are expected to engage with Council, staff, and other attendees in a courteous manner. Disrespectful or inappropriate behaviour will not be tolerated and may result in the Chairperson concluding the presentation. The Chairperson may also direct anyone causing a disturbance or acting improperly to leave the meeting.
- The purpose of a delegation is to provide information to Council. The delegation is not intended to be a “back and forth” engagement or to function as a “question period”.

PRESENTER DETAILS

Name: (Person Making presentation) _____

Company or Group Represented: _____

Contact Number: _____

Email: _____

Mailing Address: _____

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.



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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.):

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?*

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