



# Strathmore

## Delegation Request Form

Council meetings and Committee of the Whole are open to the public, with limited exceptions due to privacy matters. Typically, these meetings are held on the first, second and third Wednesday of each month.

Members of the public are invited to make presentations to Council and may request this by completing the form below.

Please submit completed forms to:

Town of Strathmore  
Attention: Legislative Services  
1 Parklane Drive  
Strathmore, AB T1P 1K2

lsadmin@strathmore.ca

| Delegation Information       |        |
|------------------------------|--------|
| Applicant/Organization Name: |        |
| Topic of Delegation:         |        |
| Meeting Date Requested:      |        |
| Phone:                       | Email: |
| Address:                     |        |

| Individuals Presenting to Council |       |        |
|-----------------------------------|-------|--------|
| 1.                                | Name: | Title: |
| 2.                                | Name: | Title: |

|                         |                          |                     |                          |                 |
|-------------------------|--------------------------|---------------------|--------------------------|-----------------|
| Purpose of presentation | <input type="checkbox"/> | Information only    | <input type="checkbox"/> | Request support |
|                         | <input type="checkbox"/> | Request for funding | <input type="checkbox"/> | Request action  |

**Summary of Delegation**

Please provide a brief summary regarding your delegation.  
(Please attach additional pages if necessary).

**Supporting Documentation**

All supporting documentation must be submitted with the delegation request form. Have you attached all supporting documentation?

Yes       No

**Audio/Visual Needs?**

The Town has a computer and screen available for presentations. Do you require specific technical requirements for your presentation?

Please specify any specific technical requirements that you have.

Yes       No

**Appeal Boards**

Is/Has this matter gone before an appeal board?

Yes       No

**Previous Appearances before Council**

The Town of Strathmore endeavours to provide equal opportunities to individuals and groups to appear before Council as a delegation. As a result, please indicate if you have you spoken on this topic before? If you have appeared before Council on the same topic within the past six months, your request may not be granted.

If yes, please explain the reason for a request to appear before Council again regarding the same topic.

Yes       No

Please explain the reason for the similar request:

|   |  |
|---|--|
| <hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> <b>Applicant Signature</b> | <hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> <b>Date</b> |
|---|--|

Office Use Only

|  |     |    |
|--|-----|----|
| Request Approved:  | Yes | No |
| Is/Has this matter gone before an appeal board?                                      | Yes | No |
| Applicant Informed?  | Yes | No |
| Is a Public Hearing scheduled or coming up on this topic?                            | Yes | No |
| Has this individual appeared as a delegation within the last 6 months on this topic? | Yes | No |

FOIP Disclaimer: Personal information required within the Town of Strathmore application forms are collected under the authority of Sections 33(a) and (c) of the *Freedom of Information and Protection of Privacy (FOIP) Act*. This personal information will be used to process your request. Should you have any questions related to the collection or disclosure of your personal information, please contact the Legislative Services division for the Town of Strathmore at 403.934.3133.