



# Delegation Request to Appear Before Town Council

I/we would like to appear as a delegation at the Council/Committee of the Whole meeting on

\_\_\_\_\_ ▶  
(Council meeting date requested)

Name of delegate or organization wishing to appear  
\_\_\_\_\_

## 1 Topic

The topic of discussion is (be specific, provide details, and attach additional information, if required)

## 2 Additional Information

Purpose of presentation

Information only    Request letter of support    Request funds    Other

Desired resolution

Activities to date relative to the matter

## 3 Meeting Location

Town of Strathmore Council Chambers  
Strathmore Municipal Building  
1 Parklane Drive, Box 2280, Strathmore, AB T1P 1K2

### Office use only

Approved    Declined    Other

Applicant informed

## 4 Contact Information

Name		
Address	City	Postal Code
Phone	Alternate phone	
Fax	Email	

## 5 Appearing Before Council as a Delegation

1. Persons or organizations wishing to appear before Council as a delegation must submit a written request.
2. Requests to be a delegation on the Council meeting agenda must be received in the Legislative Services Department before noon on the Wednesday prior to the meeting date.
3. You may forward your request using any of the following methods:
  - email: dheemeryck@strathmore.ca
  - fax: 403.934.4713
  - mail or hand deliver: Legislative Services Department, 680 Westchester Road, Strathmore, AB T1P 1J1
4. If you are using an electronic presentation, you must provide the Legislative Services Department with the file via email or on a flash drive/memory stick prior to noon on the Friday of the week preceding the Council meeting.
5. Include any pertinent background and related documents with your Delegation Request form so all necessary details may be considered.
6. Report to the Recording Secretary's desk in the Town Council Chambers upon arrival. If you have documents you wish distributed to Council, please provide one copy to the Clerk.
7. A maximum of ten (10) minutes is given per delegation to make their presentation restricted to the topic noted on the Delegation Request form.
8. A maximum of two (2) delegations may be permitted at the beginning of the meeting. Council may approve additional delegations.
9. Staff is not in a position to waive Council guidelines. However, the guidelines may be waived by Council.

Note: The Delegation Request form and related documents become part of the public record and will be released / published in the agenda and minutes that are available to the public in a variety of methods.

The Town only collects personal information when there is clear authority to do so or when collecting the information is related directly to and is necessary for an operating program.

Legislative Services Department  
403.934.3133.

Initials

Any personal information collected on this form will be managed in accordance with the Freedom of Information and Protection of Privacy Act. Direct enquiries, questions, or concerns regarding the collection, use, disclosure, or safeguarding of personal information associated with this form to: Legislative Services, Town of Strathmore, 1 Parklane Drive, Box 2280, Strathmore, AB T1P 1K2 403.934.3133