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REQUEST TO APPEAR BEFORE COUNCIL AS A DELEGATION

Anyone wishing to be placed on an agenda to address Council may apply by submitting this form to the Recording Secretary before 12:00 p.m. on the Monday one week prior to the meeting. The request can either be a copy of this completed form or a separate letter that you have written outlining the topic of concern. You can submit the form in person at 4812-51 Street or Mail (Box 540, Onoway, AB T0E-1A0) or email: debbie@onoway.ca

The Recording Secretary will contact you to confirm that you are on the agenda for the requested meeting date. Council meetings take place at 9.30 a.m. on the second and fourth Thursday of the month in the Council Chambers at 4812-51 Street (Town of Onoway Civic Center). Delegations are scheduled at the start of the meeting.

**As a delegation you are limited to fifteen (15) minutes to present your material.**

**PREFERRED MEETING & DATE** CouncilMeeting Date Requested: \_\_\_\_\_\_\_\_\_\_\_\_\_

**APPLICANT NAME AND CONTACT INFORMATION**

|  |  |
| --- | --- |
| Last Name: | First Name |
| Street Address: | City, Province, Postal Code |
| Primary Phone No.: | E-Mail: |

**NAME OF PRESENTERS/ORGANIZATION**

|  |  |
| --- | --- |
| 1. 2. 3.  | **Supporting documentation (optional)*** Handouts at the meeting (please bring 10 copies and provide them to the Recording Secretary before the meeting begins)
* Audio/Visual presentation (must be received in pdf, jpg or PowerPoint format to debbie@onoway.ca before 11:00 a.m. on the Thursday preceding the Meeting. Digital presentations are not accepted at the meeting. Phone 780-967-5338 for assistance)
 |

**SUBJECT AND PURPOSE OF PRESENTATION**

|  |
| --- |
| Clearly outline the topic of your presentation: |
|  |
| List desired outcome of the presentation: |
|  |
| * For Information □ Requesting Funds
* Requesting Action □ Other (provide details):
 |

See following page for Freedom of Information and Privacy Act (FOIP) information.

**IMPORTANT INFORMATION ABOUT PRIVACY AND YOUR PRESENTATION**

* Freedom of Information and Privacy Act (FOIP) information collected on this delegation request form is done so under the general authority of the *Municipal Government Act* (MGA)and FOIP. And is protected in accordance with FOIP. Personal information will only be used by authorized staff to fulfill the purpose for which was originally collected, or for a use consistent with that purpose.
* Town of Onoway public meetings are recorded and are made available online for public access. By speaking at these meetings, you are consenting to disclosure of any personal information made evident through your speech or presentation materials. You are also asserting that your presentation is in compliance with the Federal *Copyright Act,* and grant the Town of Onoway license to publish these materials.
* For further information regarding our collection, use, or disclosure of personal information, please contact the FOIP Officer-Gino Damo at the Town Office at 780-967-5338.