



MD of Greenview Committee of the Whole

2025 Delegation Request Information

Please download this form onto your computer and save file.
Complete form, attach to email and email to melissa.arsenault@mdgreenview.ab.ca.

DESCRIPTION:

- If you wish to present to Council as a delegate at a Committee of the Whole Meeting, please fill out this form in its entirety.
All presentations have a 15-minute timeline.

TIMELINES:

- To present at a Committee of the Whole meeting, this submission form must be filled out and submitted 30 days prior to the requested meeting date.
- Any documents (reports, financials, PowerPoints, videos) that you wish to present on the day of the meeting must be submitted 14 days prior to the meeting.

Note: Indicated deadlines are based on the time required to assemble and disseminate agendas in accordance with the Municipal Government Act.

SCHEDULING:

- Committee of the Whole meetings are held on the third Tuesday of every month in various locations within Greenview. Please choose the date and location in the Delegation Request Form.

SUBMISSION INFORMATION:

- Completed applications may be submitted to melissa.arsenault@mdgreenview.ab.ca

QUESTIONS:

- If you have any questions, please contact:
Melissa Arsenault, Executive Assistant, by phone 780-524-7627 or email
melissa.arsenault@mdgreenview.ab.ca

ATIA:

Notice of Collection: The personal information collected on this Delegation Request Form is collected under the authority of 4(c), 12(1)(a)(b)(c) and s13(1)(a)(b)(c) of the Protection of Privacy Act (POPA), S.A., 2024, c.P-28.5. Your name and agenda subject will be disclosed to the public upon request and at a public Council meeting. If you have questions about the collection, use, or disclosure of your personal information, please contact Greenview's ATI Coordinator at 780-524-6079 or atia@mdgreenview.ab.ca



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2025 Delegation Request Checklist

CHECKLIST:

Please read the following specifications carefully and initial/check to acknowledge that you have read and understand them. They are instructions regarding Council procedure and expectations that will assist you with your request and presentation.

REQUESTS FOR DELEGATIONS 30 DAYS PRIOR TO THE REQUESTED MEETING DATE:

Requests for delegations to the Committee of the Whole shall be made to the **Executive Assistant in writing at least 30 days prior to the requested meeting date**. Requests received less than 30 days prior may be scheduled at the next available Committee date.

ALL DOCUMENTATION MUST BE SUBMITTED 14 DAYS PRIOR TO THE MEETING DATE:

All documentation, PowerPoints, and videos that you wish to present during your time in front of the Committee of the Whole **must be submitted 14 days prior to the meeting date**. Please submit your information in a timely manner to avoid your presentation being pushed to the next available Committee date.

PRESENTATIONS, INCLUDING QUESTIONS LIMITED TO 15 MINUTES:

Presentations, including questions and answers, shall be **limited to 15 minutes in length** unless there is consent prior to establishment of the Agenda by Council to extend. (Please make sure your PowerPoint/presentations reflect this time limit.)

COMMITTEE OF THE WHOLE ARE PUBLIC MEETINGS:

Committee Meetings are public in nature, and it is understood that an individual writing or submitting items to a Councillor or to Administration has a reasonable expectation that their correspondence/presentations, which may include personal information or business information, could be disclosed at a Committee meeting as part of the Agenda, and live streamed on the municipal website.



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THIS FORM IS BEING REQUESTED TO BE ADDRESSED AT:

The chosen date and location below will be accommodated to the best of our ability, however, cannot be guaranteed.

| | |
|--|-----------------------------------------------------------------------------------------------|
| | January 21, 2025, DeBolt (request form by Dec. 23, presentation by Jan. 7, 2025) |
| | February 18, 2025, Grovedale (request form by Jan. 20, presentation by Feb. 4, 2025) |
| | April 15, 2025, Grande Cache (request form by Mar. 17, presentation by Apr. 1, 2025) |
| | May 20, 2025, Valleyview (request form by Apr. 21, presentation by May 6, 2025) |
| | June 17, 2025, Grovedale (request form by May 19, presentation by June 3, 2025) |
| | July 15, 2025, Grande Cache (request form by June 16, presentation by July 2, 2025) |
| | September 16, 2025, Grande Cache (request by August 18, presentation by Sept. 2, 2025) |
| | December 16, 2025, Valleyview (request form by Nov. 17, presentation by Dec. 2, 2025) |

CONTACT INFORMATION:

| | |
|----------------------------------------|--|
| Non-Profit Organization/Business Name: | |
| Name: | |
| Address: | |
| Email: | |
| Phone: | |

TOPIC OF DISCUSSION (BRIEF SUMMARY):

IMPORTANT INFORMATION:

| | |
|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | Please remember to submit any supporting documents or presentations 15 days prior to your scheduled meeting date and review your presentation to ensure it will fit within the 15-minute time frame. |
| | Administration will be in contact to confirm the time and date of the above request. |

FOR OFFICE USE ONLY:

| | | | | | | | | | | | | |
|-------------------------------------------------|-----------------|--|--|--------------|--|----|------------|--|--|-----|--|----|
| | Added to Agenda | | | Referred to: | | | | | | | | |
| Other departments required to be in attendance? | | | | | | | | | | | | |
| Notification to Director of service area? | | | | Yes | | No | In Camera? | | | Yes | | No |