



Municipal District of Fairview No. 136
Box 189, 10957 – 91 Avenue, Fairview, AB, T0H 1L0
Phone: 780-835-4903 Fax: 780-835-3131
Email: mdinfo@mdfairview.ab.ca

Delegation Request

Requestor Information

Group Name Represented:

Telephone:

Email:

Address, (mailing & physical):

Delegation Details

Presenter(s)

(Maximum of 2)

Name:

Address:

Email:

Name:

Address:

Email:

Meeting Type:

REMOTE ACCESS

IN-PERSON

Date of Requested Appearance:

Subject Matter:

Formal Request of Council:

Supporting Documents to be Presented to Council:

YES

NO

List Documents (if applicable):

Note: Provide the Director of Legislative Services with 7 copies of all additional documentation to be distributed at the meeting.

Notice: The personal information on this form is being collected under the authority of the Freedom of Information and Protection of Privacy Act (FOIP) and will be for Municipal business use only. Should you have any questions regarding the collection and use of your personal information, contact the Municipal District of Fairview No. 136 FOIP Coordinator by email at mdinfo@mdfairview.ab.ca or by calling 780-835-4903.

DELEGATION GUIDELINES

- Council will permit a maximum of 2 delegations at any of their Council Meetings. Delegations will be limited to 15 minutes to present and answer questions unless additional time is arranged with the CAO, at the time of scheduling.
- Council Meetings are held the 2nd and 4th Tuesdays of each month in the Municipal District of Fairview No. 136 Council Chamber at 10957-91st Avenue and are open to public.
- Any request to appear before Council shall be received, in writing, prior to 1:00 p.m. on the Wednesday preceding the meeting in order to be confirmed as an item on the Council Agenda.
- Delegations are accepted on a first come, first serve basis. Once the two delegation limit is met, additional requests are deferred to the next available Council meeting. Please call the Municipal office for available dates.
- Council shall only hear one delegation representing each side of a particular issue. If there are several requests to be heard representing the same viewpoint on a particular issue, delegations will be contacted by the office of the Municipal District of Fairview No. 136 and requested to combine their presentations and choose one representative to appear before Council.
- Council members may ask questions or comment on the information presented once the presentation is completed.
- Decisions of Council will not be made while the delegation is in attendance.