



# TOWN OF BOWDEN DELEGATION REQUEST FORM (CONFIDENTIAL)

Please download this form, complete, and deliver in person to the Town Office or scan and email to: [cao@bowden.ca](mailto:cao@bowden.ca)

### Contact Information:

Delegation:		Preferred Council Meeting Date:	
Contact Person:		Phone (home/work):	
Address:		Phone (cell):	
		Email:	

### Matter to be raised with Council:

*(please be complete and concise)*


#### Purpose:

Information Only       Request Action       Request Funds

Other: \_\_\_\_\_

#### Signature of Person Completing Form:

### Supporting Documentation (list all supporting documentation as attached)


***Please refer to important notes on reverse of this form:***

**Notes for Delegations:**

1

This form and any attachments become part of the public record. The personal information is being collected under the authority of Section 33 (c) the Freedom of Information and Protection of Privacy Act and will be used in scheduling the delegation (by name) as a speaker before the Town of Bowden Council.

2

Delegations must submit this Form and any supporting information to the CAO by 12:00 noon on the Wednesday prior to the Regular Council Meeting (or earlier).

3

Pertinent supporting information is necessary so that Town Administration and Town Council are able to become familiar with the matter and to allow time to obtain any necessary information prior to the meeting.

4

All delegations must be approved in advance by the CAO.

5

All delegations are scheduled according to priority or importance.

6

The CAO may limit the number of delegations per meeting.

7

A schedule of Regular Council Meetings is available on the Town's Web Site.

***Section for completion by CAO.***

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**Date & Time Received:** \_\_\_\_\_

**In person:**  **By email:**

**Approved:**  **Declined:**

**CAO's signature:** \_\_\_\_\_

**Date RCM:** \_\_\_\_\_

**Delegation Informed:**

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