



Jewel of the Parkland

**Municipality of Roblin**  
125 - 1st Avenue NW; Box 998  
Roblin, MB R0L 1P0  
(204) 937-8333 ext. 225  
[aao@roblin.ca](mailto:aao@roblin.ca)

## Council at Large

### Delegation Request Form (DRF-24)

This form is for anyone wishing to appear as a delegation at a regular council meeting.

*Submissions will become part of the **public record** and published in the meeting agenda.*

OFFICE USE ONLY	
Received On:	_____
Scheduled For:	_____
	mm-dd/yyyy time

**MUST BE SUBMITTED BY 4:30 PM ON THE THURSDAY PRIOR TO THE MEETING.**

#### 1. Contact Information

Delegation Name		Appointed Spokesperson <input type="checkbox"/> Same as Delegation	
Contact Information			
Address Line 1	Address Line 2	Province	Postal Code
Email Address:		<input type="checkbox"/> Email Response Preferred	
Contact Number	Ext.	<input type="checkbox"/> Preferred #	

#### 2. Requested Date and Time and Location

Date:	Time: <input type="checkbox"/> 8:30am <input type="checkbox"/> 8:45am <input type="checkbox"/> 9:00am Other: _____ am
<input type="checkbox"/> Virtually <input type="checkbox"/> In-Person	Do you require the use of a projector? <input type="checkbox"/> Yes <input type="checkbox"/> No

#### 3. Use the space below to clearly outline the purpose for presenting to council. Provide an outline of your subject matter including your suggested outcome (if applicable)


I confirm that I have reviewed and agree to the Delegation Protocol outlined on the reverse of this form.

\_\_\_\_\_  
Signature of Delegation

\_\_\_\_\_  
Date

## **DELEGATION PROTOCOLS:**

- 1) Persons or organizations wishing to appear before council as a delegation must submit this completed form.
- 2) All requests must be received by the Municipality by **4:30pm** on the **Thursday** prior to the commencement of the Council meeting.
- 3) Presentations should be brief and to a maximum length of 15 minutes.
- 4) Upon **arrival**, please wait in the public gallery until called upon.
- 5) Upon **completion** of please remain in position to allow for possible questions from Council members.
- 6) **After completion** of questions, please return to the public gallery
- 7) Include all pertinent background and related documents so that all necessary details may be considered. The information clarifies the purpose of the delegation for council and allows council members to become familiar with the topic and obtain any necessary information prior to the meeting.
- 8) If you will be providing supporting documentation, such as a Powerpoint presentation or handouts, you must submit the documents by **4:30pm** on the **Thursday** prior to the commencement of the Council meeting.
- 9) Council will receive the information and may refer your issue to staff for response, more information or to another meeting for further consideration.