



ARMS BOARD OF DIRECTORS DELEGATION / PRESENTATION FORM

Requested Meeting Date: _____

Name of Person(s) or Group(s) wishing to appear before the Board: _____

Subject of Delegation/Presentation: _____

Length of time Required (15-minute max)

Purpose of the Delegation:

(Select one)

Information only

Requesting a letter of support

Other (please provide details): _____

Contact Person (if different than above): _____

Telephone Number: _____

Email Address: _____

Supporting Documentation:

- Supporting documentation is required for publication in the Agenda
- Documentation must be submitted no later than one week prior to the meeting date

Technical Requirements

(Select all that apply)

Laptop or flash drive

Zoom link to attend virtually

Other (please specify): _____

Personal information collected on this form is collected for the sole use of the **Athabasca Regional Multiplex Society (ARMS)** and is collected under the authority of the **Access to Information Act (ATIA)**. The information is used for the purposes of processing delegation requests, preparing meeting agendas, and communicating with applicants.



Contact information:

Name: _____

Phone: _____

Email: _____

Mailing Address: _____

How do you wish to receive correspondence from the Board:

- Email
- Mail

Date: _____

Signature: _____

Please submit completed form to:

- Email: multiplexadmin@athabasca.ca
- Fax: 780-675-2703
- Mail: 2 University Drive, Athabasca, AB, T9S 2A5

Delegation Guidelines

1. Designate one spokesperson
2. Maximum presentation time is **15 minutes**
3. Name of the person and/or group and subject will be published in the Agenda
4. Address your presentation to the Board
5. Board members may ask questions
6. Be courteous and respectful
7. The meeting is not a debate
8. Do not expect an immediate decision; the Board may require time to consider the information
9. Requested meeting dates may be adjusted due to scheduling conflicts
10. Bring sufficient handouts if materials are not included in the Agenda (reproduction services are not available at the meeting)

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