



Council Meeting Sponsorship, Silent Auction Item, or Letter of Support Request Form

Sponsorship, Silent Auction Item, or Letter of Support Request Forms may be submitted:

- In person at the Community Services Building – 10808 – 100 Ave, Clairmont, AB. **or**;
- By e-mail to parksandrecreation@countygp.ab.ca.

Applicants will be contacted to confirm the Council meeting date and time (if requested). Please contact the Parks and Recreation Department at (780) 532 – 9727 for more information.

Is the Request for a Sponsorship, for a Silent Auction item, or for a Letter of Support?

REQUEST FOR SPONSORSHIP

REQUEST FOR SILENT AUCTION ITEM

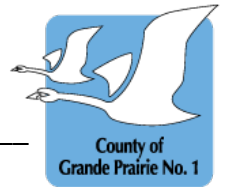
REQUEST FOR LETTER OF SUPPORT

Will the requested funds be used for Operational or Capital improvements of recreation or cultural organizations and/or facilities? YES** NO

****If YES, please contact the Parks and Recreation Department at parksandrecreation@countygp.ab.ca to inquire about the Recreation and Culture Grant process and application or visit the website at <http://www.countygp.ab.ca/EN/main/government/grants-scholarships/capital-assistance-grants.html> ****

Name of Person(s) or Group/Organization requesting Sponsorship, Silent Auction Item, or Letter of Support (include address, main contact name, email address, and phone number):

Please provide a short background on your group or organization and the services that are provided:



Approximately how many County residents will this effect or benefit: _____

Service area impacted by the Sponsorship or Grant: _____

Please note any fundraising goals and a brief description of how the funds will be allocated:

Please note any financial “asks” below (Please attach a copy of applicable Budget and Financial Statements):

Additional Event information (date, time, location if applicable):

Recommendation from the Person(s) or Group/Organization presenting to Council:

A person or group may address Council to request funding or action from Council only once in a 365 day time period or after a Municipal Election, unless the request is approved by Council as per Procedural Bylaw #3001.

Please attach any additional information or documents to the Request Form and send via email to parksandrecreation@countygp.ab.ca.

The Agenda Submission Guidelines (as per Part Five of Procedural Bylaw #3001) are attached for your review. If there are any questions in regards to the Agenda Submission Guidelines please contact Legislative Services at 780-532-9722.

INTERNAL USE ONLY	Meeting Date:	Appt. Time:	CAO Approval:
Department:			

This information shall become public information unless deemed by the CAO to be confidential and “In Camera” as per Procedural Bylaw #3001. The personal information requested on this form is being collected for Council Meeting Sponsorship or Community Assistance Grant Requests, under the authority of the Freedom of Information and Protection of Privacy (FOIP) Act and is protected by the FOIP Act. If you have questions about the collection, contact our FOIP Coordinator at (780) 532-9722.



Procedural Bylaw #3001
Part Five: Agendas and Records of Meetings for Council
Division One

AGENDA SUBMISSIONS

- 59.** Submissions for inclusion in the Regular Council Meeting agenda and Public Hearing agenda shall be delivered to Legislative Services as follows:
- a) By way of meeting manager program, no later than 1200 hours, seven (7) days prior to the Regular Council Meeting;
 - b) Shall clearly set out the matter and issue and any request made of Council;
 - c) External agenda submission; the agenda item shall be submitted in a legible format in the English language and shall;
 - (i) Include name, address and telephone number; and
 - (ii) Comply with Section 59(a)(b) of this Bylaw.
 - d) When the date for receipt of submission falls on a statutory holiday, the date for receipt of submission shall be the previous business day; and
 - e) Only material received by Legislative Services in the time set out in Section 59(a) shall be considered at the Regular Council Meeting for which the agenda is prepared.
- 60.** Notwithstanding Section 59, in exceptional circumstances, items may be sent out “under separate cover” if received after the time set for submission and the item is already on the agenda. The item sent out “under separate cover” is not deemed part of the agenda until it is adopted as part of the agenda by way of Council motion. Items to be sent out under separate cover shall be approved by the CAO.
- 61.** Agenda items which have been tabled or referred to a specific Meeting may return only with a supplemental report, submission of which is the responsibility of Administration.
- 62.** A Member of Council may bring forward an item of urgent or emergent business that cannot wait to be included on the next Regular Council Agenda. The Council Member shall supply information to Council and/or Administration by handout or electronic mail prior to the Regular Council Meeting. This shall be known as “Urgent/Emergent Business Issue Memorandum”, not a Notice of Motion. This information shall be distributed after the item has been accepted as an addition to the agenda and include the matter, brief detail and recommendation around the matter.
- 63.** Sponsorships and funding requests are not considered urgent or emergent and shall be added to the next Regular Council Meeting as a Notice of Motion.
- 64.** Council shall not entertain submissions from the public on issues that are before the Subdivision and Development Appeal Board, courts, require a Statutory Public Hearing; or any other public consultation/communication process.
- 65.** Agenda submissions are at the discretion of the Reeve and CAO.