



ROCKY VIEW COUNTY

ROCKY VIEW COUNTY PUBLIC PRESENTATION COMMITTEE (PPC) REQUEST TO PRESENT FORM

1. Applicant Information

Date Submitted: _____

Name of Individual or Organization: _____

Representative(s) / Presenter(s): _____

Primary Contact Name: _____

Telephone / Cell Number: _____

Email Address: _____

If a Rocky View County staff member or department referred you to this committee, please list their name and department:

2. Presentation Information

Presentation Title / Topic: _____

Overview of the Topic and Purpose of Your Presentation:

3. Purpose and Fit for PPC (check all that apply):

Share information only Raise awareness Community update

Research or findings Outline a future vision Other: _____

Does this presentation require Council approval, funding, or a formal decision now or in the future?

No Yes (please explain): _____

I understand the Public Presentation Committee is an informational committee only.

4. Planning Application Screening

Do you have an active planning application related to this matter?

Yes No File number(s), if known: _____

Do you intend to submit a planning application related to this matter within six (6) months?

Yes No

5. Group Information (if applicable)

Describe your group's mandate, membership, and why this matter is appropriate for PPC:



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6. Presentation Logistics

Number of presenters: _____

Will visual materials be used? Yes No

If yes, please specify what materials will be utilized: _____

Preferred presentation date(s), if any: _____

Accessibility or technical requirements (if any): _____

7. About the Public Presentation Committee

The Public Presentation Committee (PPC) is an informational committee of Rocky View County. While its members are County Councillors, the PPC does not sit as Council and does not make decisions, approve funding or staffing, or provide formal County direction.

Examples of presentations typically accepted include:

- Community or resident group updates
- Non-profit or volunteer initiatives
- Research or educational presentations relevant to Rocky View County
- Long-term development concepts with no active application

Examples of presentations that cannot be accepted include:

- Matters related to active or upcoming planning applications
- Topics outside the jurisdiction of Rocky View County
- Requests for funding, approvals, or decisions
- Legal, technical, or professional advice without appropriate qualifications

Presentations are limited to **20 minutes**, followed by questions from Committee members.

8. How to Submit a Presentation Request: Forms can be submitted via email to legislativeservices@rockyview.ca, or print it and send or drop off a paper copy to:

Rocky View County: Legislative Services
 262075 Rocky View Point
 Rocky View County, AB
 T4A 0X2

Please make your requests as early as possible. Requests are to be submitted to four weeks prior to the scheduled PPC meeting order for the presentation to be included on the agenda. Once you have submitted your request, a member from the Legislative Services department will be in contact with you to discuss next steps. If you are placed on the meeting agenda, you must provide Legislative Services with a final copy of any print or visual materials at least 15 days before the presentation. Once submitted, changes to this material are not permitted. If changes are needed, your presentation will be rescheduled.

Questions

If you have questions about presenting to the Public Presentation Committee, contact Rocky View County Legislative Services at 403.230.1401 or legislativeservices@rockyview.ca.



ROCKY VIEW COUNTY

The personal information collected on this form is collected in accordance with section 4(c) of Alberta's *Protection of Privacy Act* in order to allow Rocky View County to administer requests to present to Rocky View County's Public Participation Committee. If you have questions about the collection or use of this information, please contact the Manager of Legislative Services at 403-230-1401 or legislativeservices@rockyview.ca