



PO Box 460, 56 Wheatland Avenue
Smoky Lake AB T0A 3C0
PH: 780-656-3674 | FX: 780-656-3675
smokylake.ca | town@smokylake.ca

Delegation Request Form

Please submit completed form to: finance@smokylake.ca

Presenting issues to Council in person or remotely at a Council meeting:

To make a physical or remote presentation to Council at a Council meeting, submit a summary of your presentation on a Delegation Request Form, include any relative documentation and any specific requests.

Timelines:

Submissions must be received in office no later than seven business days prior to a [scheduled Council meeting](#). Delegations are allotted fifteen minutes to present their information.

Submission Information:

Complete applications may be submitted electronically to finance@smokylake.ca or in person at 56 Wheatland Avenue, Smoky Lake AB ATTN: Finance. If you have any additional information that you would like to submit, please include it with the Delegation Request Form. Additionally, if you have any technical requirements for your presentation, please include it in your submission.

Questions:

If you have any questions, please contact Finance by phone 780-656-3674 or email at finance@smokylake.ca

Note: If you have an issue you would like to present to Town Council as information that does not require an in-person or remote delegation, please submit it in writing to the attention of Finance no later than seven business days prior to the meeting date.



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Name of person/group wishing to appear before Council:

Subject/purpose of delegation:
<input type="checkbox"/> Information Only <input type="checkbox"/> Requesting a Letter of Support <input type="checkbox"/> Funding Request
<input type="checkbox"/> Other (provide details)

A separate letter or additional information may be attached/submitted if needed.

What would you consider a favourable outcome of your presentation?

Contact person (if different than above): _____

Date received by municipal staff: _____

Telephone Number: _____ Email address: _____

Meeting Date Requested: _____

Note: Municipal staff will confirm the date and time of your delegation.

Technical Requirements for meeting presentation: _____

FOIP Act Policy
The personal information collected on this Delegation Request Form is collected in compliance with the Freedom of Information and Protection of Privacy (FOIP) Act, RSA 2000 c. F-25 s.33 (c). We collect only what is necessary to respond to your request and to share the information with internal departments that relate to your request. Moreover, we do not create individual profiles with the information you provide. Further, we keep the information only for the length of time necessary to fulfill the purpose for which it was collected. If you have any questions or concerns about the collection of personal information please contact the Town of Smoky Lake.