

## **DELEGATION REQUEST FORM**

### **Delegation Request Information:**

- To make a physical or remote presentation to Council at a Regular Council meeting, you must submit a summary of your presentation on the below Delegation Request Form. Include any relative documentation and any specific requests.
- 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.
- Completed applications may be submitted electronically to [legislative@smokylake.ca](mailto:legislative@smokylake.ca) or in person at 56 Wheatland Avenue, Smoky Lake, AB; **ATTN: Legislative Services Clerk**. Any additional information you would like to submit, must also be submitted at that time.
- If you have any technical requirements for your presentation, please include it in your submission.

*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 Legislative Services no later than seven business days prior to the meeting date.*

**Name of person/group to appear before Council:** \_\_\_\_\_

**Subject/Purpose of Delegation:** \_\_\_\_\_

- Information Only**
- Request a Letter of Support**
- Funding Request**
- Other (Provide Details)** \_\_\_\_\_

**Preferred outcome of your presentation?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Contact Person (if different from above):** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Meeting Date Requested:** \_\_\_\_\_  
*(Administration will confirm date and time of your delegation)*

**Technical Requirements:** \_\_\_\_\_

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### **OFFICE USE ONLY**

Date Received: \_\_\_\_\_

*Freedom of Information and Protection of Privacy Act Collection Notice: By submitting the above information, your name, phone numbers, and email address are being collected in line of section 33(c) of the Alberta Freedom of Information and Protection of Privacy Act. This information will be used to process your delegation request by the Town of Smoky Lake. This request, information, and presentation may be made public due to presenting to Municipal council in a formal setting. If you have any questions about the collection of your personal information, you may contact the Town of Smoky Lake at 56 Wheatland Ave, Smoky Lake, AB T0A 3C0, 780-656-3674, or [legislative@smokylake.ca](mailto:legislative@smokylake.ca).*