

## Delegation Request Form

Council may allow an individual or organization to address Council at a meeting provided written application has been received by the Chief Administrative Officer (CAO) by 12:00 p.m. on the Wednesday preceding the meeting. Council meetings are typically held at 9:00 a.m. on the second Wednesday of each month and are held in the Municipal District of Smoky River No.130 Council Chambers.

Applications may be submitted:

1. In person by filling out the delegation form at the Administrative Office at 701 Mainstreet, Falher.
2. By mail to Box 210, Falher, Alberta, T0H 1M0 – Attention: CAO
3. By email to [cao@mdsmokyriver.com](mailto:cao@mdsmokyriver.com)
4. By fax to (780) 837-2453 - Attention: CAO

Applicants will be contacted to confirm the Council meeting date and time. Please contact the CAO at (780) 837-2221 for more information. Delegations are limited to thirty (30) minutes; 15 minutes presentation and 15 minutes question/answer period if required.

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Preferred Council Meeting Delegation Date:  
\_\_\_\_\_

Reason for appearing as a Delegation: Please mention all issue(s) / topic(s) you would like to address since a Delegation may only be allowed to speak on the mentioned issue(s)/topic(s) as per the Procedural Bylaw.

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

Audio Video requirements needed:     YES     NO

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

This personal information is being collected under the authority of Section 33( c) of the Freedom of Information and Protection of Privacy Act and will be used in scheduling you as a speaker before Council or standing committee of Council. It is protected by the privacy provisions of the Freedom of Information and Protection of Privacy Act

