



DELEGATIONS

Presentations to Council by Individuals &/or Groups Information Sheet

- 1) Please indicate the preferred date and at least one alternative date for the presentation. Request must be received no later than 12:00 pm on the Friday prior to the upcoming Committee of the Whole meeting.
- 2) Briefly specify the purpose of the presentation and the key points you expect to address at the Council meeting.
- 3) List the names of the individual who will address Council (only one person per group). Please arrive at the meeting 10 minutes prior.
- 4) Will any written material be available to Council? It must be available for distribution no later than noon on the Friday prior to the upcoming meeting.
- 5) Up to 5 minutes will be set aside for presentations. It is Council's discretion to extend the time limit.

6) Please provide the following information:

Name: _____

Organization or Group as applicable: _____

Address: _____

Home Phone #: _____ Business Phone#: _____

Email: _____

Dates: _____

7) You will be notified by the Planning/ Administration Administrative Assistant to the CAO, or their designate, of when you are scheduled to make your presentation.

Please Note: This will become a public document and posted on the Village's Website with the appropriate Council agenda package.

For further information please contact the Planning/Administration Administrative Assistant to the CAO at (306) 929-2236 or by email – cao@candlelake.ca

For Office Use Only:

Date of Appearance: _____ Time: _____

Approved by CAO: _____

Note: At this time, proof of vaccination or a negative COVID-19 test is required to enter public buildings.