



DELEGATE PRESENTATION REQUEST FORM
PRESENTATION 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 noon on Friday prior to the upcoming meeting)

Date: _____ Alternate Date: _____

- 2) Write a letter outlining the purpose of the presentation and the key points you or your group expect to address at the Council meeting. (Please email or write on separate piece of paper)
- 3) All documents to be presented to Council must be submitted to the Resort Village of Candle Lake office by noon on the Friday the week before the meeting.
- 4) Up to 5 minutes will be set aside for presentations. It is Council's discretion to extend any time limits for presentations.
- 5) Please specify who will be addressing Council.

Name: _____

- 6) Please provide the following information for the contact person:

Name: _____

Organization or Group (if applicable): _____

Phone #: _____ Business Phone #: _____

Email: _____

- 7) You will be notified 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 Package.

For further information, please contact the office at (306) 929-2236 or by email at officemgr@candlelake.ca.