



## 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 noon on the Friday prior to the upcoming meeting)
- 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.
- 3) Please specify who will be addressing Council. (Only one person per group)
- 4) Have all documents to be presented to Council at the Resort Village of Candle Lake office by noon Friday the week before the meeting.
- 5) Up to 5 minutes will be set aside for presentations. It is Council's discretion to extend any time limits for presentations.
- 6) Please provide the following information on the contact person:

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

Organization or Group as applicable: \_\_\_\_\_

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

Home 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 RVCL website with the Council agenda.

For further information please contact the office at (306) 929-2236 or by email at [info@candlelake.ca](mailto:info@candlelake.ca)

#### For Office Use Only:

Date of Appearance: \_\_\_\_\_ Time: \_\_\_\_\_

Approved by: \_\_\_\_\_