

# 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 10:00 a.m. on the Wednesday preceding the meeting. Council meetings are typically held at 10:00 a.m. on the second and fourth Wednesday each month and are held in the Big Lakes County Council Chambers.

## Applications may be submitted:

1. In person at the County Office at 5305-56 Street, High Prairie, AB
2. By mail to Box 239, High Prairie, AB, T0G 1E0 – Attention: Executive Assistant
3. By email to [jplante@biglakescounty.ca](mailto:jplante@biglakescounty.ca)
4. By fax to (780) 523-4227- Attention: Executive Assistant

Applicants will be contacted to confirm the Council meeting date and time. Please contact the Executive Assistant to the CAO at (780) 523-5955 for more information. Delegations are limited to thirty (30) minutes, unless a longer time is unanimously agreed to by Council members present.

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

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

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

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

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

Reason for appearing as a Delegation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

AV 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.*

