Council Delegation Form

Requested Meeting Date: _____

Council meetings are held on the first Tuesday of each month at 6:00 p.m. and the third Tuesday of each month at 9:30 a.m.

Completed delegation forms must be received by 12:00 p.m. (noon) on the Thursday prior to the requested meeting date. Late submissions may not be considered for inclusion on the agenda.

Name of Person(s) or Group(s) wishing to appear before Council:

Subject of Delegation:

Length of Time Required (10-Minute Maximum): _____

Purpose of Delegation:

- ☐ Information Only
- ☐ Requesting a Letter of Support
- ☐ Funding Request
- ☐ Other (Provide Details)

Supporting Documentation:

Supporting documentation intended for inclusion in the Council agenda package must be submitted by 12:00 p.m. on the Thursday prior to the meeting date.

Please attach any relevant reports, letters, presentations, or other supporting materials.

Technical Requirements:

- ☐ Laptop for Flash Drive
- ☐ Teams Link to Attend Virtually
- ☐ Other (please specify) _____

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Contact Information:

Name: _____

Phone: _____

Email: _____

Mailing Address: _____

How do you wish to receive correspondence from Council:

☐ Email

☐ Mail

Recording Consent:

Council meetings, including delegations, are recorded. Recordings may be made publicly available by the Town of Athabasca.

By signing below, I acknowledge that my presentation and participation in the delegation will be recorded and may be included in the publicly available Council meeting recording.

☐ I acknowledge and consent to being recorded during my delegation.

Date: _____ Signature: _____

Please submit completed form to:

Email: legservices@athabasca.ca

Fax: 780-675-4242

Mail: 4705 49 Avenue
Athabasca, AB T9S 1B7

The personal information requested on this form is being collected by the Town of Athabasca under the authority of section 4(c) of the Protection of Privacy Act (Alberta). The information will be used for the purpose of administering the program or service to which this form relates. If you have any questions about the collection of this information, please contact the Town of Athabasca Privacy Officer at 4705 – 49 Avenue, Athabasca, AB T9S 1B7, 780-675-2063.