



PO Box 879, 1027 Aldous Street, Smithers, BC V0J 2N0
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DELEGATION REQUEST FORM

Delegates are individuals or group representatives that are formally included on a Regular Council or Committee of the Whole meeting agenda, generally to:

- Initiate discussion on a matter of broad community interest that falls within municipal jurisdiction
- Bring Council up to date on a project, idea, or concept
- Make a specific request of Council

Deadlines: Delegation Request Forms and all supporting documentation, including written background material, must be submitted no later than 4:30 p.m. on the Wednesday prior to the meeting at which Council will hear the delegation.

Return: by email to front@smithers.ca, or in person at Town Hall, 1027 Aldous Street.

Confirmation: Delegations are not confirmed until you are contacted by Corporate Services staff to confirm your place on the agenda.

Meeting Format: A maximum of two (2) public delegations are permitted per Regular Council meeting. Each delegation to a Regular Council meeting is permitted ten (10) minutes to present, followed by an opportunity for Council questions.

Name of delegate(s) and title, if applicable:

Organization name, if applicable:

Suggested title of presentation:

Meeting Date requested:

Regular Meetings of Council are held on the second and fourth Tuesday of the month, commencing at 6:30 p.m.



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Topic of discussion:

Please be specific, provide details, and attach additional information if required

Purpose of presentation:

- Provide information only
- Make a specific request of Council

Details of Council request(s), if applicable:

Do you wish to provide materials to be published on the agenda in advance of the meeting?

See deadline section on page 1 of this form

- Yes
- No



DELEGATION REQUEST – OFFICE USE

Contact Person:

Phone Number:

Email:

Mailing Address:

Page 3 – office use only

Your personal information is maintained in accordance with the ***Freedom and Protection of Privacy Act***. Questions about the collection and release of your personal information can be directed to the Corporate Officer.