



10125 – 100 Avenue  
 Morinville, Alberta  
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## Delegation / Public Presentation to Morinville Council

Please complete the entire form and submit with your request to speak before Council to the Legislative Officer. You will be contacted to schedule a date and time for your presentation. Public presentations to Council are held during meetings on the second, third and fourth Tuesday of each month beginning at 4:00 pm, with the exception of Council summer break.

Contact Information	
Name:	
Organization:	
Address:	
Primary Contact Number:	Secondary Contact Number:
Email:	
Purpose for your Presentation:	
Will your presentation include visual aids (PowerPoint, internet connection)? If so, please specify:	
<p><b>Please note:</b> All presentation files (not web-hosted) must be provided to the Legislative Officer via email or memory stick. The projection system does not support delegate-owned laptops, tablets, etc. All electronic files must be Microsoft compatible and submitted with this completed form.</p>	

**Delegation / Public Presentation Procedure:**

*Please read the following carefully and initial to acknowledge that you have read and understand them.*

Requests for Public Presentations shall be made to the Legislative Officer in writing no later than 14 days prior to the Committee of the Whole meeting. Requests received less than 14 days before a Committee of the Whole meeting shall be included on the Committee of the Whole Agenda immediately following.

Initials \_\_\_\_\_

Presentations shall be limited to 5 minutes in length unless there is consent by Council to extend the presentation time.

Initials \_\_\_\_\_

Debate shall be limited to the matter contained in the presentation request and recommendations, if any, being discussed.

Initials \_\_\_\_\_

Debate shall be directed through the Mayor and only those granted permission by the Mayor may address Council.

Initials \_\_\_\_\_

Committee of the Whole meetings are public and it is understood that a submitted document, which may include personal information or business information, could be disclosed within the agenda package and posted on the Town of Morinville’s website.

Initials \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Submit to:**  
Legislative Officer  
Town of Morinville  
2<sup>nd</sup> Floor, 10125-100 Avenue  
Morinville AB T8R 1L6

**Phone:**  
780-939-7852  
**Email:**  
[legislativeofficer@morinville.ca](mailto:legislativeofficer@morinville.ca)

*The information on this form is collected under Section 33(c) of the Freedom of Information and Protection of Privacy Act (FOIP) and will be used to process your request for a public presentation to Morinville Council. The information provided will form part of the public agenda package. If you have any questions, please contact the Information Management / FOIP Coordinator for Morinville at 10125-100 Avenue, Morinville, T8R 1L6 or (780) 939-4361.*