

10125 – 100 Avenue Morinville, Alberta T8R 1L6 T: 780-939-4361 F: 780-939-5633 www.morinville.ca

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 scheduled during meetings on the second 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:	
Please note: All presentation files must be provided to the Legislative Officer via email or memory stick No later than one week prior to the scheduled presentation, in the original file format (ie. Powerpoint, not PDF) or provide an accessible web link. The projection system does not support delegate-owned laptops, tablets, etc. All electronic files must be Microsoft compatible and submitted with this completed form.	

Delegation / Public Presentation Procedure: Please read the following carefully and initial to acknowledge that you have read and understand them. Requests for Delegation / Public Presentation shall be made to the Legislative Officer in writing no later than 14 days prior to the desired meeting of Council. Requests received less than 14 days before the requested meeting shall be scheduled by the Agenda Review Committee. Initials Presentations shall be limited to 15 minutes in length for Delegations, or 5 minutes in length for **Public Presentations** 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 _____ Meetings of Council 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: ____ Phone: Submit to:

Legislative Officer Town of Morinville 2nd Floor, 10125-100 Avenue Morinville AB T8R 1L6

Email: legislativeofficer@morinville.ca

780-939-7852

The personal information collected through the Delegation/Public Presentation form is used for the public agenda package. This collection is authorized by section 4(c) - that information relates directly to and is necessary for an operating program or activity of the department/program/service of the Protection of Privacy Act and is used and disclosed solely for the purposes related to the Town of Morinville. Personal information is managed and protected in accordance with the Legislation. If you have any questions, please contact an Advisor at the Information Management unit at 780-939-4361.