



**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: \_\_\_\_\_

**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 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.*