



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:	
<p>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.</p>	

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
2nd Floor, 10125-100 Avenue
Morinville AB T8R 1L6

Phone:
780-939-7852
Email:
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.