



# Request Form

## Delegation/Public Presentation to Sturgeon County Council or Committee-of-the-Whole (COW)

Please complete both pages of the request form and submit it to the Legislative Services Department. You will be contacted at the receipt of your request to schedule a date and time for your presentation, as well as to address any additional concerns, questions or accommodations you may have or require.

### PART A: COLLECTION OF INFORMATION

CONTACT INFORMATION	
Name:	
Organization (if applicable):	
Address:	
Primary Phone:	Secondary Phone:
Email:	
PURPOSE AND NATURE OF YOUR REQUEST	
Please check that which applies to you: <input type="checkbox"/> I/we would like to make a presentation at the <b>Council Meeting</b> <input type="checkbox"/> I/we would like to make a presentation at the <b>Committee-of-the-Whole Meeting</b> <input type="checkbox"/> I/we do not know at this time	
Please provide the details of your request: _____ _____ _____	
(If more space required, please attach additional information)	
Will your presentation include any visual aids (ie: PowerPoint Presentation)? If so, please specify. Yes _____ No _____	

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

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

The personal information collected will be used to process your request for a Public Presentation to Sturgeon County Council or to the Committee-of-the-Whole and is collected under the authority of the Freedom of Information and Protection of Privacy Act. Your information will form part of a file available to the public. If you have any questions about the collection and use of this information, please contact the Sturgeon County FOIP Coordinator at 9613-100 Street, Morinville, Alberta, T8R 1L9 (780) 939-4321.

**PART B: DELEGATION/PUBLIC PRESENTATION PROCEDURE**

*Please read the following specifications carefully and initial to acknowledge that you have read and understand them. They are instructions regarding Council procedure and expectations that will assist you with your Request and Presentation. Further information is available online at [sturgeoncounty.ca](http://sturgeoncounty.ca) within Bylaw 1301/13 Procedure Bylaw.*

Requests for Public Presentations shall be made to the Legislative Officer in writing at least twelve (12) business days prior to a Regular Meeting. Requests received less than twelve (12) business days before a regular meeting of Council shall be included on the Agenda for the next Regular Meeting immediately following.	Initials _____
Verbal presentations including question and answer shall be limited to twenty (20) minutes in length unless there is consent prior to establishment of the Agenda or by Council at the Regular Meeting to extend the time for a presentation.	Initials _____
Debate concerning matters raised during public presentations shall take place at the discretion of Council.	Initials _____
Personal presentations to Council shall not be allowed with regard to an undisposed matter which has been the subject of a Public Hearing.	Initials _____
When a person or representative of a delegation or group wishes to address the Council on a matter which is not on the agenda, the Council may refer the matter to any appropriate Committee, appoint a special Committee to deal with the matter, or deal with the matter itself at the meeting, if proceeding is approved by a 2/3 majority vote of council.	Initials _____
Council and Committee Meetings are public in nature and it is understood that an individual writing or submitting items to a Councillor or to Administration of Sturgeon County has a reasonable expectation that their correspondence/presentations, which may include personal information (ie. name) or business information could be disclosed at a public Council Meeting and/or Committee Meeting and as part of the Council Agenda Package on the Sturgeon County website.	Initials _____

MAIL OR HAND DELIVERY

Attn: Legislative Officer  
Sturgeon County Centre  
9613-100 Street  
Morinville, AB T8R 1L9

PHONE

780.939.8279

EMAIL

[legislativeservices@sturgeoncounty.ca](mailto:legislativeservices@sturgeoncounty.ca)

FAX

780.939.3003

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