

## **REQUEST FORM**

## **Delegation/Public Presentation to Town of Lamont Council**

Please complete both pages of the request form and submit it to the Chief Administrative Officer. 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 and accommodations you may have or require.

## **PART A: COLLECTION OF INFORMATION**

Name: Organization (if Applicable): Address: Primary Phone: Secondary Phone: Email:  PURPOSE & NATURE OF YOUR REQUEST Please provide details of your request:  (If more space is required, please attach additional information)  Will your presentation include any visual aids (ie; PowerPoint Presentation)? If so, please specify.	CONTACT INFORMATION	
Address:  Primary Phone:  Secondary Phone:  Email:  PURPOSE & NATURE OF YOUR REQUEST  Please provide details of your request:  (If more space is required, please attach additional information)  Will your presentation include any visual aids (ie; PowerPoint Presentation)? If so, please specify.	Name:	
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Signature: Date:	Will your presentation include any visual aids (ie; PowerPoint Presentation)? If so, please specify.	
Signature: Date:		
	Signature:	Date:

The personal information collected will be used to process your request for a Public Presentation to Town of Lamont Council 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 questions about the collection and use of this information, please contact the Town of Lamont CAO at 5307-50 Ave, Lamont, AB TOB 2RO (780) 895-2010.

## 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 within the Town of Lamont Meeting Procedure Bylaw 12/13.

Delegations must submit topic and material to the office of the CAO by 12:00 noon of the Thursday prior
to the Town Council meeting.
Initials
A motion of council must be made allowing the delegation to make a presentation at a Council meeting.
If a motion is not made or is lost then the delegation is unable to present.
in a motion is not made or is lost then the delegation is dilable to present.
Initials
Tittus
Verbal presentations including question and answer shall be limited to ten (10) minutes in length unless
there is consent prior to establishment of the Agenda or by Council at a 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
Tittus
Council and Committee Meetings are pubic in nature and it is understood that an individual writing or
submitting items to a Councillor or to Administration of the Town of Lamont 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 Town of Lamont Website.
Initials

MAIL OR HAND DELIVERY
Attn: Chief Administrative Officer
Town of Lamont
5307-50 Avenue
Box 330
Lamont, AB TOB 2R0

PHONE
780.895.2010
EMAIL
general@lamont.ca
FAX
780.780.895.2595

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