



## 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.	Initials _____
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 _____
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 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 T0B 2R0

**PHONE**

780.895.2010

**EMAIL**

[general@lamont.ca](mailto:general@lamont.ca)

**FAX**

780.780.895.2595

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 T0B 2R0 (780) 895-2010.