

TITLE: PUBLIC PRESENTATION TO COUNCIL

RESOLUTION NUMBER: 2024-05-18

POLICY #: CP-012

EFFECTIVE DATE: MAY 29, 2024

SUPERSEDES: 100-001

UP FOR REVIEW: 2028

PURPOSE

The purpose of this policy is to provide a regular opportunity for members of the public to make presentations to the Council or Council Committees and to provide a process to be followed to obtain approval to make a presentation. The policy is intended to guide the CAO when approving or scheduling requests from the public to make a presentation to Council.

POLICY STATEMENTS

Process to be Followed

One week in advance of a Council/Committee meeting, the applicant shall submit a completed Application Form (attached as Schedule A) – Request for Making Presentation to Council/Committee in writing by letter, fax or email, identifying:

- the nature of the presentation to be made;
- the name, address, and phone number of the presenters;
- the length of time required for the presentation and;
- a written copy of the presentation

This will allow the CAO to determine the most appropriate Council/Committee meeting to accommodate the request and give the request appropriate consideration.

Upon receipt of a properly completed application, the CAO shall review the application. The application may be:

- placed on an appropriate agenda or;
- referred to a staff member or department where the subject matter of the presentation can be adequately addressed by staff or;
- refused, where the subject matter of the presentation is a matter outside the jurisdiction of the municipality or;
- refused; for any other reason, after the consultation with the Mayor, with explanation by the CAO in writing to Council giving the reason for refusal.

Approved presentations placed on Council or Committee agenda shall be scheduled on an “as requested” basis, subject to the following criteria:

- Each presenter shall deal with one (1) topic only.
- Each presentation shall consist of a maximum of two (2) presenters.
- Each presentation shall be allotted a maximum of fifteen (15) minutes including time for questions/answers from Council unless evidence supports additional time is required and is approved by the CAO after consultation with the Mayor.
- The presentation shall be relevant and timely.
- Where an application has previously been addressed by Council, the same matter will only be accepted if new issues are to be introduced. Issues previously raised are not to be re-presented unless specifically approved by Council in advance of the presentation.
- Members of Council may ask questions of clarification of the presenter(s).
- It is understood that there shall be no debate of the subject matter between Council and the presenter(s).
- The Chairperson may interrupt the presentation when the timeframe is exceeded and ask direction from Council/Committee on whether the presentation shall continue.

Upon completion of the presentation, Council/Committee may refer the matter as appropriate for further consideration. If a decision is required, it may not be made on the date of the presentation. Any decision of Council/Committee will be provided in writing to the presenter following the decision.

While most matters can be discussed at a public meeting with Council, a few cannot. These include, but may not be limited to:

- Land sale or purchase
- Legal matters
- Matters that must be kept confidential under the Freedom of Information and Protection of Privacy Act. For example, personnel matters
- Decisions of the Subdivision and Development Appeal Board or the Assessment Review Board



Schedule A
Town of Magrath
Application Form – Request for Making Presentation to
Council/Committee

Meetings of Council are held in the Council Chamber at the Town Office, 6 North 1st St West, Magrath, Alberta. Please Call the Town office to confirm meeting date(s) at 403-758-3212.

This Form must be returned properly completed no later than seven (7) days prior to the meeting at which you wish to appear.

1. Name of Presenter: _____

2. Address: _____

3. Phone: _____ Email: _____

4. Reason you wish to appear before Council (brief summary of presentation and identify specific request for funding if any):

5. Date of Council/Committee meeting in which you wish to appear: _____

6. Are you representing:

___ Yourself

___ An organization/Society/Club (Name): _____

___ A Business (Name): _____

___ Other (Please Specify): _____

7. Please attach a copy of your presentation to this application. Your presentation will be circulated to Councilors prior to the meeting to provide Councilors an opportunity to review your submission.
8. Does your presentation require audio/video equipment? If so, please specify requirements:

Note: Failure to provide a written copy of your presentation will result in the processing of this request to be delayed until the required information is received by the CAO.

Please return the completed form to: James Suffredine, CAO

6 North 1st Street West

Box 520, Magrath, AB, T0K 1J0

Fax: 403-758-6333 Email: james@magrath.ca

Once you have read the Policy attached to this form, please confirm you agree to the conditions contained therein by signing this form in the space provided below.

I have read the attached Policy on making Public Presentations and acknowledge and agree to comply with the conditions under which an opportunity to make a presentation to Council of Municipal Committee will be provided.

Signature

For Office use only

Date Request Received: _____

Approved: _____ ***Not Approved:*** _____ ***Applicant Notified:*** _____

Reason Not Approved: _____

Date of Presentation: _____