



TOWN POLICY

COUNCIL POLICY:

Presentation to Council Policy

POLICY NUMBER: C-27-1

RESOLUTION NUMBER: 16-152

ADOPTED: May 24, 2016

REFERENCE:

Freedom of Information and Protection of Privacy Act.

SUPERSEDES:

Policy #C/27

PREPARED BY: Chief Administrative Officer

DATE: May 20, 2016

UP FOR REVIEW: May 20, 2018

Policy Statement:

Town of Cardston council meetings are open to the public to provide residents with an opportunity to observe the proceedings, stay informed on the latest issues in the community, and to make presentations to Council. Residents are encouraged to attend council meetings and to make presentations directly to Council.

The purpose of this policy is to:

Outline the process for making presentations to Council, which will ensure that presenters are aware of expectations and requirements, and that Council has the necessary information and time to make an informed decision on matters brought to it by the public.

Requesting a Presentation to Council

Individuals or groups who wish to make a presentation to Council must submit a request in writing to the Chief Administrative Officer at least one week in advance of the council meeting they wish to present at. See attached schedule for a form that should be used for this purpose. Presenters must provide the following information in advance in order to present to Council:

- Contact information of the presenter(s)
- The subject matter and a summary of the presentation
- A copy of the presentation materials
- Any other relevant background information

This process ensures that Council has enough information to make an informed decision, and enough time to review the presentation materials before the council meeting. Presenters are encouraged to discuss their presentations with the Chief Administrative Officer prior to the scheduled council meeting





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to anticipate any questions or concerns that Council may have. Time sensitive presentations, or requests submitted with adequate background information, may be considered with less than one week's notice at the Chief Administrator's discretion.

Presenters should know that a record of their presentations will be recorded in the minutes of the council meeting, and will be recorded along with the rest of the council meeting for the public to view. Any documents provided to council or administration in relation to the presentation are considered public documents and will be subject to the *Freedom of Information and Protection of Privacy Act*.

Depending on the information provided and discussed, the Chief Administrative Officer may place the presentation on the appropriate council meeting agenda or refer the request to a staff member or department where the subject matter can be better addressed.

Requests for presentations that pertain to a matter outside of the Town of Cardston's jurisdiction, or requests that contain matters already dealt with by Council without any new information or developments, will not be heard by Council.

Presenting to Council

- In the interest of time and other items on a council meeting agenda, presentations will be limited to a *maximum of fifteen minutes*. (Depending on the nature of the item being discussed, the Chairperson of the meeting may exercise discretion to allow for longer time.)
- Presentations must be consistent with the subject matter provided in the backgrounder on the approved presentation request. Delegations will not be permitted to deviate from their original subject matter.
- Groups making a presentation to Council will be required to designate a *maximum of two individuals* to deliver the presentation.
- Following the presentation, Council may have questions or suggestions directed to the presenter(s), who will have an opportunity to respond to any concerns raised by Council.
- The matter presented will *not be open for debate*, Council may ask questions for clarity, but will not provide comments in support or against delegations during the presentation.
- Depending on the nature of the presentation, Council may make a decision after the delegation's presentation, at the council meeting of the presentation, or at a later council meeting.
- The presenter(s) will receive a written response from either Council or the Chief Administrative Officer on any presentation that requires a decision by Council.





SCHEDULE 'A'

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POLICY NUMBER: C-27-1

Request for Making Presentation to Council/Committee Form

This form must be submitted to the Chief Administrative Officer at least one week before the Council Meeting you wish to present at. Presenters should review the attached presentation policy prior to completing this form.

1. Presenter(s) Name(s): _____
2. Address: _____
3. Phone: _____ Email: _____
4. Reason you wish to appear before Council (brief summary of presentation and identify specific request if any):

5. Date of Council/Committee meeting at which you wish to appear: _____
6. Are you representing:
 - Yourself
 - An Organization/Society/Club (Name): _____
 - A Business (Name): _____
 - Other (Please Specify): _____





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- 7. Please attach a copy of your presentation and any other background information to this application. Your presentation will be provided to Council prior to the meeting to provide Councillors an opportunity to review your submission.
- 8. Does your presentation require audio/video equipment? If so, please specify requirements:

Please return the completed form to: Jeff Shaw, Chief Administrative Officer
 67 3rd Avenue West
 Box 280, Cardston, AB T0K-0K0
 Fax: 403-653-2499 Email: jeff@cardston.ca

Council Meetings are held in the Council Chambers of the Town Office: 67 3rd Avenue West, Cardston, Alberta. Please call the Town Office to confirm meeting date(s) at (403) 653-3366.

For Office Use Only

Date Request Received: _____

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

Reason Not Approved: _____

Date of Presentation: _____

