

When will my issue be dealt with?

Items on the agenda are dealt with in the order they appear.

If you are making a presentation, the Administrative Services Office will advise you by telephone of the date and time your item is scheduled.

If you are unable to attend the meeting, your item will still be dealt with.

Do I have to speak at the Town Council meeting?

No. If you don't wish to make a presentation you may choose to be available to answer any questions that the Mayor or Councillors may have. However, if you wish to speak to your item, please indicate this in your letter.

You will have 10 minutes to speak as a delegation at a Regular Meeting of Council.

Can I use audio-visual equipment for my presentation?

Yes. Contact the Administrative Services Office at (403) 223-5500 x 5519 prior to the Town Council meeting to reserve equipment.

A computer and screen are available for your use. All items must be provided to the Council & CAO Assistant's Office not less than seven (7) working days prior to the Council meeting you wish to attend.

How will I know when it is my turn to speak?

If the Administrative Services Office has been notified that you wish to speak, the Mayor will invite you to come forward to address Council at the appropriate time.

How do I begin?

Begin by stating your name. Address the Mayor as "Mr. Mayor" or "Your Worship", and Councillors as "Councillor ...". Clearly state your issue.

When will a decision be made?

A decision will normally be made at the Town Council meeting. However, there are occasions when additional information is required before Town Council can make an informed decision. In this event, the item will be deferred to a future Town Council meeting. In any case, you will receive a letter from the Administrative Services Office advising you of Town Council's decision with respect to your item.

Your presentation becomes part of the public record.

If you submit written comments or make a presentation to Council, they, together with your personal information will form part of the public record. We post these documents online, so the listing of your name in connection with an agenda item may be indexed by search engines like Google. A full copy of your correspondence will be made available for public inspection to anyone who asks before or after the meeting.

Regular Council Meeting and Public Hearing Meeting agendas are available through the Administrative Services Office or on the Town of Taber website @ www.taber.ca.

Presentations To Town Council



~ a great place to grow ~

**Office of the
Administrative Services
Manager
Town of Taber
A-4900 50th Street
Taber, AB
T1G 1T1**

**Phone: (403) 223-5500
Extension 5519**

Fax: (403) 223-5530

Email: town@taber.ca

This pamphlet has been prepared to assist citizens of Taber who wish to make a presentation to Town Council at a Regular Meeting or a Public Hearing.

MAKING A PRESENTATION TO TOWN COUNCIL



When are Town Council meetings held?

Town Council meetings are held on the second and fourth Mondays of each month, except for the months of July, August and December, in which meetings are held on the third Monday of the month. When a Statutory Holiday falls on a Monday, the Council meeting will be moved to the Tuesday following.

Public Hearing Meetings are held prior to the commencement of the Regular Meeting of Council, as required.

Are Town Council meetings open to the public?

Yes. You are welcome to attend all regular Town Council meetings.

When attending a Town Council meeting, please use the customer parking in the front of the Town Administration Building, located at A-4900 50 St Taber, AB.

What types of issues does Town Council consider?

Items brought to Town Council meetings vary. Issues considered are Bylaws, Tenders, Communications from Administration and the public on issues requesting a Town Council decision.

What is the purpose of a delegation?

The purpose of a delegation to Council is to provide information to Council. You are there to make a presentation to Council and bring pertinent information, request funds, or provide an update on committee activities. Council may or may not make a decision on the matter at the time of the delegation but may ask staff to bring back a reports so that they can make an informed decision.

Can a group attend as a delegation?

A group can request to attend as a delegation. The time limit applies to groups as well as individuals.

How do I request an item be placed on the Town Council agenda?

You have several options. To have an item placed on the Town Council agenda, write a letter and mail or deliver it to:

Mayor and Town Council
c/o Administrative Services Department
A-4900 50th Street
Taber, AB T1G 1T1

Or fax to: (403) 223-5530

Or email to: town@taber.ca

What should be included in my request?

Requests to Town Council should include:

- The date, your first and last name, your mailing address, daytime phone number and email address.
- An outline of the details of your request including background information or any other details you feel will be helpful in presenting your information to Town Council.
- Any documents that may assist Town Council in making a decision.
- An indication of what you would like Town Council to do; support a request, approve funding or file as information.

What is the deadline for submissions?

The deadline for submission is not less than seven (7) working days prior to the Town Council meeting you wish to attend.

Are all requests to have an item dealt with at a Town Council meeting granted?

All items are reviewed by the Agenda Review Committee, which is comprised of the Chief Administrative Officer (CAO), Director of Finance, Director of Engineering and Public Works, Director of Planning and Economic Development, Director of Recreation and the Administrative Services Manager. If this Committee deems that an issue could be resolved by the Administration, they may refer it to the Administration and it may not need to go to Town Council. You will be advised if this occurs.