



## **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 1<sup>st</sup> 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):

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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 1<sup>st</sup> Street West

Box 520, Magrath, AB, T0K 1J0

Fax: 403-758-6333 Email: [james@magrath.ca](mailto: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:*** \_\_\_\_\_