



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: _____