

# Town Council Meeting

## Public Engagement Guidelines

The Town of Magrath Council is pleased to have you join us in the Council Chambers. You are welcome to sit and observe this meeting from the gallery sitting area for the duration of the open portion of this meeting. If you have a specific issue you want to bring before Council, you may fill out a delegation form, which you can find under applications and forms on our website, or can be picked up at the Town Office.

### Request to Speak

Council meetings are open to public viewing. However, it is important to note that speaking up during a Council Meeting is generally reserved for individuals who are on the agenda and have been invited to address the Council as a delegation. Another opportunity to provide input to the Council is during a public hearing, where Council will allow brief input from attendees on a specific matter. Interrupting the meeting is not appropriate and attendees may be requested to leave for doing so.

### Public Hearings

During a public hearing, individuals from the general public are welcome to express their views on the topic. Once the delegations have presented their cases, if any, the opportunity to address the council will be extended to anyone who wishes to discuss the specific matter under consideration. To participate, it is necessary to state your name and address, after which you will have a maximum of 5 minutes to speak. The Chair person will attempt to alternate between those speaking for and against the issue. It is recommended that you prepare a written presentation and submit it to the administration for inclusion in the meeting materials provided to Council.

## Decorum

Council meetings follow the guidelines set by Roberts Rule of Order and the existing Council Procedural Bylaw. The Chairperson initiates the meeting, guides its progress, and ensures orderly conduct throughout the entire session. Matters are typically addressed in the sequence outlined on the agenda and will be discussed according to the instructions of the presiding elected official. Individuals who disrupt the meeting may be expelled from the chambers.

## Delegations

- If you are here to speak as a delegation, you will be given 15 minutes to speak, after which Council may ask you questions.
- It is not appropriate for you to deviate from the subject matter provided in your background information in the approved presentation request.
- Groups are required to designate a maximum of two individuals to deliver their presentation.
- The presenter(s) will receive a verbal or written response from either Council or the Chief Administrative Officer on any presentation that requires a decision by Council.

## Confidential Items

As per the regulations outlined in the Freedom of Information and Protection of Privacy Act, certain agenda items may necessitate discussion in a closed session, not accessible to the public. After addressing all the items on the agenda, a Council member will propose a motion to proceed in closed session (a legal term indicating a private session), at which point the public and media will be excused. No motions may be passed in a closed session. A motion to exit the closed session must be made at which time the regular meeting will resume and the public may re-enter the chamber for the remainder of the meeting.