

Getting on the Council Agenda



To have an item placed on a Council Agenda, you may write a letter and address it to:

Legislative Services, Town of Ponoka
200 5604 50 Street
Ponoka, Alberta T4J 1G5

Mail your letter to the above address or deliver it to Town Office; fax it to 403-783-4086; or email to:

legislativeservices@ponoka.ca

What to include in your letter to Council

Address your letter to Council outlining the subject to be discussed. The letter should be typed or legibly written, and should include the name of the writer and delivered so that it arrives at least eight (8) days before the scheduled Council meeting.

If representing an organization, please include the organization's name, mailing address, daytime phone and fax number and email address if available. Please outline the details of your request providing background information or any other details you feel will be helpful in presenting your information to Council. If it is your desire to address the Council Meeting, please include in your letter the name of the person who will be speaking to Council.

All information/correspondence address to Council members or any of Council's boards and committees may become part of the public record unless written direction is received requesting otherwise. This means that your submission, in its entirety, may form part of the public agenda posted to the Internet. Personal information will not be severed. By providing information in your submission, you are deemed to consent to its public release.

How much notice is required?

Your written request to have an item placed on a Council Agenda must be received at Town Office no later than 1:00 p.m. at least eight (8) days before the scheduled Council Meeting.

What types of issues does Council consider?

Items brought to Council meetings vary widely. Issues may include petitions, delegations, or a variety of concerns.

Are all requests to have an item discussed at a Council meeting granted?

Depending on the nature of the item you would like to discuss, Administration may be able to handle your request and it may not need to proceed to a Council meeting.

When will the issue be discussed?

Once your letter has been received and reviewed, Administration will contact you, either by telephone, letter or email to provide information regarding your request to have your item placed before Council.

When are Council Meetings held?

Town Council meets the second and fourth Tuesday of each month. All Regular Council meetings are open to the public. Unless advertised otherwise, meetings begin at 7:00 p.m. for the months of May to October, and begin at 6:00 p.m. the rest of the year. Meetings are held in the Council Chambers at Town Office.

Are Council Meetings open to the public?

Yes. You are welcome to attend all Regular Council Meetings. The Municipal Government Act Section 197 (1) provides for the public presence at meetings.