



Guide to Municipal Presentations for Public Board Members

Effectively presenting to City Council involves thorough preparation, clear communication, and strategic relationship-building. By understanding the municipal government's decision-making structure, anticipating potential delays, and presenting a comprehensive business plan, you can help improve the likelihood of securing support for your project.

Participating in Council Meetings

All members of the public who wish to speak to Council must register in advance at legislativeservices@fortsask.ca *or*

Mail:

Mayor & City Council
c/o Legislative Services
City of Fort Saskatchewan
10005 – 102 Street
Fort Saskatchewan, AB T8L 2C5

In Person: City Hall Front Desk Reception, 10005 102 Street

From the time a request is received, it can take up to six weeks to appear before Council, depending on availability.

Presenting Your Business Plan to the Council

When you're ready to share your initiative or project with City Council, it is important to have a well-prepared business plan. This plan isn't just about what you want to do; it's a detailed map that shows you've done your homework and are serious about making a positive impact. Here's what to include:

- **Research Completed:** Show that you understand the community's needs and how your project fits in.
- **Goals:** Clearly state what you hope to achieve with your project.
- **Budget Breakdown:** Explain how much money you need and how every dollar will be spent.
- **Mission, Vision, Values:** Share why your board exists and what you stand for. This helps the Council see the bigger picture of your impact.
- **Insights from Stakeholders:** Include feedback or support from people who will benefit from your project. This shows the Council that there's a real demand for what you're proposing.
- **Evidence of Preparation:** Demonstrate all the work you've put into planning and preparing for your project. This builds credibility and trust.

Understanding the Decision-Making Structure

Municipal governments operate through a balance of responsibilities and powers between the administration and the Council, in accordance to the Alberta Municipal Government Act.

- **Council:** Elected officials who make key decisions about policies, budgets, and community projects. They rely on information and recommendations from the administration to make informed decisions that shape our community.
- **Administration:** The team of City staff led by a City Manager. They handle the day-to-day operations and execute the Council's decisions. Their role is also to provide expert advice and recommendations to the Council.

Decision-making in municipal government / Delays and Lengthy Processes

Decision-making in council chambers is a collaborative process that involves discussion and cooperation among all council members. The City of Fort Saskatchewan comprises seven members, and it is only through voting that the outcome of the decision is determined. This democratic approach ensures that each Council member has a voice in the decision-making process, and the final decision reflects the collective will of the council.

The voting process is a crucial part of decision-making in the council. Each member of the council has one vote, and a majority is required to pass a resolution. This transparency ensures that the decision-making process is accountable to the public.

Well-considered municipal decision making takes time. Here are a few reasons why:

- **Lack of Information:** If Council doesn't have enough details about your project, they might delay a decision until more information is available.
- **Lack of Funds:** Budget constraints can postpone projects. If there is not enough money available, Council may wait until the next annual budget cycle.
- **Lack of Trust or Awareness:** Building a relationship with Council is crucial. If they are not familiar with your organization or its work, they might be hesitant to support your request.
- **Political Considerations:** Sometimes, decisions are influenced by political priorities or the need to balance different interests in the community.

Best Practices for Navigating Delays

- **Provide Complete Information:** Ensure your business plan and presented information is thorough and answers potential questions the Council might have.
- **Build Relationships:** Engage with council members and administration staff early and often. Understanding their priorities can help you ensure your proposal aligns with broader municipal goals.
- **Be Patient:** Understand that the municipal decision-making process takes time. Stay engaged and be ready to provide additional information or make adjustments to your plan as needed.

For more information how to present to Council please visit the [Speaking Before Council](#) section.

For more information on Council meeting procedures, please consult the [Meetings Procedures Bylaw](#).