

Delegation to Council

When members of the community want to make a formal presentation to Council, they must submit an application to appear as a delegation.

Examples of a delegation include:

- ◆ Making a presentation.
- ◆ Submitting a request for action.
- ◆ Updating Council on a special project or program.

Anyone or any group, wishing to make a public presentation to Council must:

- ◆ File an application (see reverse) to Executive Secretary C. Reimer at City Hall no later than noon on the Wednesday preceding the requested meeting to appear at.
- ◆ Attach all accompanying information that will be presented.

The written submission must include:

- ◆ Contact information of those addressing Council.
- ◆ An outline of the matter to be presented to Council.
- ◆ Request being made of Council.
- ◆ Reason for making the request.
- ◆ A proper analysis of the issue being presented, including current and proposed legislation, copy of materials, studies, financial, social and environmental affects of the request.

*Note - the City currently does not have the capability of broadcasting audio.

If approved:

- ◆ Your delegation will be scheduled at either the first or second Council meeting of the month (second or fourth Tuesday of the month). As per City of Cold Lake Procedure Bylaw No. 653-BD-19, there are no Council meetings the fourth Tuesday in July and the fourth Tuesday in December.

Your Restrictions:

- ◆ You have a maximum of 15 minutes exclusive of questions from Council.
- ◆ Any handouts must be included with your application including a hard copy of any power point presentations (PPP). An electronic copy of any PPP must be provided 24 hours in advance.
- ◆ Only two (2) speakers per delegation allowed.

Protocol while at Council:

- ◆ When asked to come forward, sit at the table provided, facing Council.
- ◆ State your name, who you are representing and your position (i.e. director, coordinator, resident).
- ◆ Address all remarks to the Mayor using the following phrase(s):
 - Your Worship
 - Your Worship through to Councillor (last name)
 - Mayor (last name)
- ◆ You only answer to the Mayor and take questions at the permission of the Mayor.

Your matter will not be heard:

- ◆ If it is before the courts.
- ◆ If Council has authorized legal action.
- ◆ At Council meetings regarding official community plans or zoning amendment bylaws that have already been to public hearing.

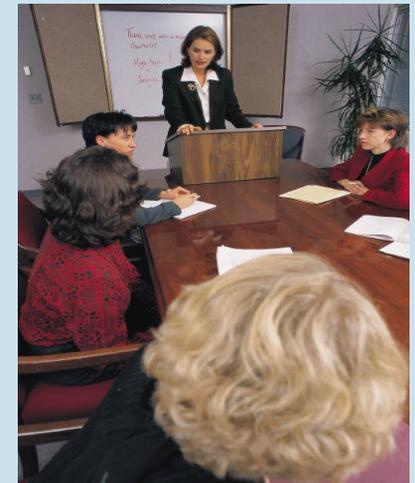
How to make your delegation experience rewarding:

- ◆ Be consistent in your message.
- ◆ Be patient with the process and be respectful of the formality of the process and the time allotted.
- ◆ Be prepared for a non-answer. Council may request more information if you have not been thorough.
- ◆ Indicate the date and time you require support.
- ◆ Ask about next steps.
- ◆ Once a decision has been made, you will be contacted by the City.



Public Information Bulletin 8

Delegation to Council - Information & Application



Corporate Services Department

City of Cold Lake
5513-48 Avenue
Cold Lake, AB T9M 1A1

Phone: 780-594-4494
Fax: 780-594-3480
Website: www.coldlake.com

Hours: 8:30 a.m. to 4:30 p.m. Monday to Friday
Closed Statutory Holidays



Delegation Application

To: The Office of the Chief Administrative Officer

I/We, _____ I/We, _____
(Name) (Telephone Number) (Name) (Telephone Number)

Mailing Address _____

E-mail Address _____

request to appear as a delegation before Cold Lake City Council at a meeting to be held on _____, 20____.

*Please Note: In the event of several delegations, please indicate an alternate date or you will be assigned to the next available meeting.

The purpose of the delegation is to present the following: (see reverse for requirements)

- A copy of all information regarding the topic must accompany the application.

* Where the subject matter of a delegation pertains to legal matters, personnel, and/or private property issues, the City of Cold Lake reserves the right not to hear such delegations.

I/We acknowledge that only the above matter will be discussed during the delegation.

Signed _____ Date _____

Signed _____ Date _____

Return completed application to the City of Cold Lake

5513-48 Avenue, Cold Lake, AB T9M 1A1
Phone: (780) 594-4494 Ext. 7967
Fax: (780) 594-3480
Email: creimer@coldlake.com
Form 11-00-06

FOR INTERNAL USE ONLY

Request Approved by _____

Date Approved for _____

cc: _____

Other