



PRESENTING TO  
**CITY COUNCIL**



## SUBMITTING A REQUEST TO APPEAR BEFORE COUNCIL

A community organization or a public member wishing to make a presentation to Council at a Council Meeting or a Governance and Priorities Committee (GPC) Meeting must provide a request in writing to the Office of the City Clerk at least four business days prior to the proposed date for the delegation. Written requests can be delivered by one of the following means:

### Mail/Hand Delivered



Mayor and City Council  
c/o City Clerk – City of Lloydminster  
4420-50 Avenue  
Lloydminster, AB/SK  
T9V0W2

### Email



[cityclerk@lloydminster.ca](mailto:cityclerk@lloydminster.ca)

Following the City Clerk's approval, the request will be forwarded to the Agenda Review Committee who will have final decision on the request.

All requests and presentations shall be in accordance with Bylaw 14-2017, the Procedure Bylaw, and shall not contain any inflammatory, obscene or libelous statements.



**Please also ensure all written requests use respectful language and include:**

### Who?

Full name, mailing address, daytime telephone contact and if applicable, email address and the organization being represented.

### When?

The date of the request and the date of the Council or Committee Meeting the presenter wishes to attend.

### What?

A brief description of the topic being presented. Clearly state what is being asked of Council or the Committee. Attach any material the presenter wishes to be displayed or distributed. You may be contacted by a member of City Administration to clarify your presentation and provide further assistance.

## PROCESS FOR PRESENTING AT A COUNCIL OR GPC MEETING

On the meeting day, be at:

**Council Chambers City Hall**

**by 1:20 p.m.**

**located in City Hall in the Southwest Corner**

Once in Council Chambers please identify yourself and/or your group to a member of Administration. The Mayor or Deputy Mayor will chair the meeting and will welcome you and your group and call on you to make your presentation when your item is next on the Agenda. Once called please have only one spokesperson approach the podium.

When presenting address the Mayor as **"Your Worship."** It is appropriate to address City Council at the podium by using **"Good afternoon Your Worship and Members of City Council."**

When presenting please be respectful and speak into the microphone. Any points/comments made during your presentation must be related to your written submission. If, at any time, the Mayor feels the presentation is not in accordance with the provisions set out in Bylaw 14-2017, they will stop the presentation.

If your presentation is regarding an Administrative Agenda Item you will have five (5) minutes, otherwise presentations are limited to ten (10) minutes.



## COUNCIL RESPONSE TO PRESENTATIONS OR REQUESTS

Once your presentation is complete, thank City Council for their time and indicate you are willing to answer any questions that Council may have.

After Council is done asking questions the Mayor will thank you for your presentation. You may take your seat and stay for the remainder of the Council Meeting or quietly leave Council Chambers.

## COUNCIL ACTIONS AFTER PRESENTATION

### COUNCIL MEETING

If Council feels they have enough information to make a decision regarding the matter they will vote on a resolution. Your presentation may also be related to an Administrative Agenda Item in which case Council may wait until after the Administrative Item to make a decision.

Council may direct Administration to bring back additional information and a recommendation in a report to a future meeting. If this happens, Administration may be in contact with you to obtain further information.

## GOVERNANCE AND PRIORITIES COMMITTEE MEETING

GPC Meetings are purely for information gathering and the Committee will not make a decision. The Committee may recommend the item go to the next Council Meeting for decision or may direct Administration to bring back further information.