

Delegation

Want to make a presentation to Council? Here is what you need to know.

Making a presentation to Council is referred to as coming forward as a delegation. Any requests to be a delegation at a Council/Committee meeting, must be submitted to the Executive Assistant & Legislative Coordinator (the EA) and include the following information:

- ◆ **your preferred Council/Committee meeting date of appearance, as well as two alternate meeting dates;**
- ◆ **the topic or issue you wish to address and a description of such issue or topic;**
- ◆ **whether or not any audio/visual support is required;**
- ◆ **your name and contact information as well as the name of the organization you are representing (if applicable); and**
- ◆ **the names and positions of the designated presenter(s) (if applicable).**

All requests must be submitted in writing, either by way of email (kaylas@edson.ca) or by hand delivering or mailing to the Town of Edson Civic Office.

Your request must be received by the EA at least one week prior to your preferred date of appearance. This will give Administration enough time to review your request and make the appropriate arrangements. Administration will contact you to confirm the date of your presentation and to make any necessary arrangements for audio/visual equipment.

Any documents, PowerPoint presentations, etc., to be used during the presentation, will be included in the Council/Committee agenda package and must be received **5 days** prior to the meeting. Please note that the agenda package is a public document, and published on the Town's website and available for public viewing at the Town office and at the meeting.

Delegations are accepted on a first-come, first-served basis. Council typically only hears one delegation per meeting. Any additional requests are put forward to the next available meeting.

All Council/Committee meetings are live-streamed. This means they are video and audio recorded and available online.

Tips and Things to Note:

- ◆ **Council Meetings are held on the 1st and 3rd Tuesday of each month commencing at 5:00 p.m. Committee of the Whole meetings are held on the 2nd and 4th Tuesday of each month commencing at 5:00 p.m. (*this schedule is subject to change. Please visit our website— www.edson.ca—for an up-to-date schedule**)**
- ◆ **Please ensure you arrive 15 minutes prior to the start of the meeting. Delegations are typically the first or second item on the Agenda, following the adoption of previous minutes.**
- ◆ **When it is your turn to present, the Chair will call you forward and invite you to sit at the table directly in front of Council. Once you take your seat, please introduce yourself. Council may also take the opportunity to introduce themselves.**
- ◆ **You have a maximum of 15-minutes to make your presentation, following which Council may have questions or comments. Once complete, feel free to stay for the remainder of the meeting, or excuse yourself.**
- ◆ **You should address the Mayor as “Mayor” or “Your Worship”. When responding to questions from Councillors, direct your answers through the Mayor.**
- ◆ **Council wears formal attire for Council meetings and casual dress for Committee meetings.**

