

## How to appear as a Delegation before Council

The purpose of a delegation to Council is to provide information to Council. You are there to make a presentation to Council and bring pertinent information, request funds, or provide an update on committee activities. Council may or may not make a decision on the matter at the time of the delegation but may ask staff to bring back a report so that they can make an informed decision.

In order to appear as a delegation, you must submit a written request addressed to the Mayor and Council in care of:

### Legislative Coordinator

[admin@coaldale.ca](mailto:admin@coaldale.ca)

1920 – 17 Street, Coaldale, AB

T1M 1M1

Your letter must include:

1. the subject you wish to present;
2. the name and address of the designated speaker;
3. a telephone number or email address to contact the speaker.

**Note: You will be presenting to Council. Council will not enter into a debate with the delegation,** or members of the public that are in the gallery.

**A delegation written request is not necessary in order to speak at a public hearing.** When speaking for or against a matter being dealt with at a public hearing, you will be asked to register your name and address and will be asked to repeat the same before addressing Council.

### What is the Process? How do I Apply?

Submit the written request to the Legislative Coordinator **no later than noon on the Monday, minimum of one week,** preceding the regular Council meeting at which you would like to appear. Delegations may be limited to two per meeting, and are accepted on a first come, first served basis, so the earlier you submit your request the better.

1. Information on council meeting schedules can be found on our website.
2. You may forward your request by:
  - o email: [admin@coaldale.ca](mailto:admin@coaldale.ca)
  - o mail or hand deliver: Town of Coaldale, 1920 – 17<sup>th</sup> Street, Coaldale T1M 1M1
3. Your request will be directed to the Mayor for approval and scheduling. Not all delegation requests will be approved. In some cases, your request may be directed to a Council Committee or to staff. Delegations are scheduled at the discretion of the Mayor, subject to:
  - o the volume of material on any given agenda
  - o the number of requests for a specific meetings date and urgency of request
  - o subject matter
4. The Legislative Coordinator will contact you with the decision of the Mayor, if your request is approved, you will be provided with further details including the meeting time and date. Meeting proceedings, presentation materials and equipment can be discussed at this time.

**Note: The Delegation Request letter and related documents become part of the public record and will be released/published in the agenda and minutes that are available to the public in a variety of methods.**

### **Tips for a successful presentation:**

#### **Submit written information early**

Deadline: Noon Monday; one week prior to the meeting.

Meeting agenda packages are distributed on the end of day, Thursday preceding the meeting so that Council has time to thoroughly review their information and prepare questions before the meeting. Provide a copy of your presentation by the Monday morning **one week prior to the meeting**, to the Legislative Coordinator.

#### **Structure your presentation**

You have a maximum of fifteen minutes to speak. Council may ask questions of the Delegation following the presentation. Remember that this is a public meeting and is also live-streamed on the Town website.

**Introduce yourself and briefly describe your relationship to the issue.** For example, you may be representing a group or you may live in or near an area where a problem is occurring.

1. **State your topic.** If you are requesting action to address a certain issue, describe the issue and the action you wish Council to take. If you are requesting funding, state the amount and purpose of funding.
2. **Provide background information when appropriate.** For instance, you may want to talk about how long the issue has been going on or how you or your organization has been affected. For funding requests, it is a good idea to provide your budget information and other revenue you have or are pursuing.
3. **Set up for success.** You may book a computer to assist with your presentation. Please book with the Legislative Coordinator prior to the meeting.
4. **Respect is assumed.** Council will listen to your presentation in a respectful and professional manner and it is expected that the presentation will be delivered in a similar fashion.

If you are asking for funding or to solve a problem, Council will base their decision on value for the community, available budget and/or available staffing. **Some things to consider are:**

1. **Do you have support from a sector of the community?** With limited resources available, Council is likely to concentrate on issues with a broad appeal.
2. **Does your request fit in with our strategic priorities?** If it does, there may be some room in the budget and staff allocation to accommodate your request.
3. **Can your request wait?** Council makes plans for the upcoming year in the fall. They start with a strategic planning session, and then move on to setting the budget. If your request should be addressed in the upcoming year, Council could include it in the strategic plan and budget.

### **Contact:**

Legislative Coordinator

[admin@coaldale.ca](mailto:admin@coaldale.ca)

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