



City of Meadow Lake Information on Presenting to Council

Any person may submit a request to make a presentation to Council, or may submit a written request to Council for consideration. The rules for Council agendas are outlined in the City's Procedure Bylaw 3/2015. This is a general guideline to aid applicants with their submissions.

Delegations Presenting to Council

- The request to make a presentation must be received no later than noon on the Thursday before the upcoming meeting. If it is not received by the deadline, it will be scheduled for the next available meeting.
- The request must briefly outline the purpose of your presentation and the key point(s) you expect to address at the Council meeting.
- A single spokesperson must be appointed for any groups.
- Presentation time is limited to a maximum of fifteen minutes.
- If you have written materials to go along with your presentation, they must also be submitted no later than noon on the Thursday before the upcoming meeting.
- The City Clerk and/or City Manager have the right to refer a delegation request to the appropriate department head rather than to Council if the matter is one that is more appropriately addressed by Administration.

Written Correspondence to Council

- If you wish to present an item to Council for their information, but do not require a decision or action from Council, the deadline for submission is noon on the Thursday before the upcoming meeting.
- If your correspondence is requesting a decision or action from Council, the deadline for submission is noon on the Monday before the upcoming meeting. This is to allow time for City staff to review your request and compile any necessary supporting documents to aid with Council's decision.
- All Council meetings are open to the public, however, members of the public will only be given the opportunity to speak if they are listed on the agenda as a delegation, or if a public hearing is being held.
- Anonymous correspondence will not be forwarded to Council.

PLEASE NOTE: All Council agenda items, including correspondence and presentations, are public documents and will be posted on the City Website with the appropriate Council Package. All Council meeting proceedings are recorded by the media. Although anonymous requests or items without contact information will not be forwarded to Council, this information may be severed from the public version of correspondence at the applicant's request.

For additional information, please contact the City Clerk.