

# Steps to Making a Request to Council for Others (Individuals, Businesses, Etc.)

## Step 1: Internal Discussion

Review the following and keep good notes that you can use to draft your proposal or request to Council:

- **What is the issue at hand?**
- **Why is it important?** What need will it fill? What benefit will there be to the Community if your request is approved?
- **What is the history/background** of this issue? If this has previously been reviewed by Council, what is different now, how have you changed your request?
- **How might Council respond to the issue?** Some possibilities include:
  - Research/Discuss/Review further, no decision.
  - Refer the matter to Administration or a Committee for review.
  - Draft and adopt a policy relating to the issue.
  - Take an affirmative action on the issue that could directly involve the City, the Board, a third party, or all three.
  - Approve a request with or without conditions.
  - Request more information from the board or ask for a delegation to make a presentation to Council.
  - Deny the request.
- **What is the specific request or ask you are making of Council?**
  - Make sure you state exactly what you are asking for, examples could include:
    - Requesting that a policy be drafted or adopted based on specific parameters or principles.
    - Request specific funding of a specific dollar amount for a specific purpose including if it is a one-time request or annual, etc.
- **Are there any options or alternatives to consider?** Are you willing to accept less, more or something different than you asked for?
- **What is the preferred outcome you would like to see?**
- **Is your request actually within the power of the Council to grant?** Are there other partners from whom approval is needed?
- **Are there any time constraints or deadlines** that need to be met?
- **Are there any obstacles or risks involved?**

## Step 2: Authorization

If preparing a request on behalf of a business, unorganized group of citizens, or other entity ensure you include some proof of authorization that you, as the person submitting the request, are authorized to submit the request on their behalf.

### □ **Step 3: Prepare a Written Request**

Your written request to Council can come in number of formats depending on what your request is. Acceptable examples are below. Official written correspondence should come from the person authorized to do so.

**In all cases your request must be written to the attention of Mayor and Council and sent to the City Clerk** for inclusion in the next agenda, subject to the applicable deadlines for submission.

- **An e-mail or letter** addressed to Mayor and Council which includes under what terms you are sending the letter (for example, as the owner of X business, as a resident of 3<sup>rd</sup> street, as a user of X facility, etc.):

**AND ...**

- **The details of the request** including history/background, the request itself, why you feel Council should approve the request, what benefit there will be to the community, and any drawings or photos that are relevant to the request, as well as any important dates or timelines. If you are a new resident or are presenting a new idea be sure to introduce yourselves and your ideas thoroughly.

### □ **Step 4: Review & Submit**

Do a comprehensive review of your proposal or request before submitting it.

1. Ask someone less familiar with the issue to proofread, if possible, prior to sending. They may notice any gaps or errors in the information you are providing to Council which can help you address them ahead of time.
2. Is the wording as clear and concise as possible? If acronyms are used are they also explained and written out? (for example, spelling it all out and adding the acronym at the end... Meadow Lake and District Humane Society (MLDHS)). After you've spelled it out once, the acronym can be used by itself in the rest of the document.)
3. Will your submission meet the required deadlines for inclusion in Council's agenda? Contact the City Clerk's office to find out when the next meeting is and what the deadlines are.

Once you are confident in your submission, forward it to the City Clerk for inclusion in the next Council agenda. You may wish to contact the City Clerk ahead of time to ask when the next meeting is and what the deadline is for submission.

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