



City of Meadow Lake Information on Presenting to Council

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

- 12:00 pm noon the Monday before the meeting to add items to the agenda. This is to allow time for City staff to review your request, undertake research and prepare any necessary supporting documents.
- 12:00 pm noon the Thursday before the meeting (for documentation or correspondence addressing items already on the agenda).

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, and even then they must only speak to the topic at hand and within the time limits given.

A Council meeting is not intended as a forum for complaints. Delegations are required to make clear their desired outcome or request within their request.

Delegations Presenting to Council

- The request to make a presentation must be received no later than noon on the Monday before the upcoming meeting. If it is not received by the deadline, it will be scheduled for the next available meeting.
- The request must outline the purpose of your presentation and the key point(s) you expect to address at the Council meeting as well as the details of what your preferred outcome is.
- A single spokesperson must be appointed for any groups.
- Presentation time is limited to a maximum of fifteen minutes.
- If you have supporting materials to go along with your presentation, they must 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 send information to Council, but do not require a decision or action from Council, this would be best sent as correspondence.
- Anonymous correspondence will not be acknowledged or 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, identifying information such as names of third party persons and phone numbers may be redacted from the public version of correspondence and documents. All written communications to Council members, including emails, become a record of the City and may be considered public information subject to the provisions of *The Local Authority Freedom of Information and Protection of Privacy Act*. Your message to City Council may also be forwarded to members of City Administration to assist in addressing your inquiry.

If you have any questions about the way your personal information is collected or handled, please contact the City Clerk.