

Delegations Addressing Westlock Town Council

Council Procedure Bylaw 2014 – 10 (Complete Bylaw is on the Town website www.westlock.ca)

A person or delegation wishing to make formal representation directly to Council at a Regular Council Meeting shall advise the CAO **no later than 12:00 noon on the Wednesday before the upcoming Regular Meeting of Council.** Council meetings are the second and fourth Monday of the month.

The **written request** shall include the contact information of the person wishing to appear before Council along with a **brief explanation of the subject to be addressed** and **the specific request to be made to Council.** **Written request must be in letter form.**

Send or drop-off requests to the Westlock Administrative Office located at:

Chief Administrative Officer (CAO)
Town of Westlock Administration Building;
10003-106 street
Westlock, Alberta
T7P 2K3
aboissonnault@westlock.ca
Phone: 780.349.4444
Fax: 780.349.4436

1.0 Process

- a) Any delegations wishing to submit written material to Council must provide an original copy of the material to the CAO by the Agenda deadline of 12:00 noon on the Wednesday before a Council meeting. This is material such as, background information that you would like Council to review prior to the meeting. If you have a power point presentation, please provide that by the Wednesday.
- b) Any communication intended for Council or a Committee will be forwarded to the CAO in writing and must:
 - i. be legible and coherent
 - ii. name the individual authorized to speak;
 - iii. indicate the proposed bylaw, resolution, or request to be spoken to;
 - iv. be signed by the person giving the authorization.
 - v. be able to identify the writer and the writer's contact information.
 - vi. Not be libelous, impertinent or improper.
- c) After receiving the request to speak on any item, the CAO will place the request on the agenda.
- d) Council may:
 - i. refer the matter to a Committee for a hearing;
 - ii. hear from the person making a direct request to be heard by Council; or
 - iii. refuse to hear from the person making a direct request to be heard by Council.

2.0 The following procedures will apply to Delegations before Council or a Committee:

- a) Cell phones are to be placed in the “silent mode”, during a Meeting.
- b) The Chair will introduce the Delegations;
 - the Delegation shall present from the delegation table;
 - state their name and address
 - indicate if they are speaking on their own behalf, a client, a company, a group of citizens, ie. club or organization
- c) After a Delegation has spoken members of Council will ask only questions of clarification that are relevant to the subject of the delegate’s session and will avoid repetition. Persons speaking to the subject will be restricted to speaking to the relevant subject matter only.
- d) Each person or Delegation appearing before Council shall be limited to a maximum of fifteen (15) minutes of presentation time unless the Chair, at their discretion, agrees to extend the time.
- e) Any Councillor may ask the CAO relevant questions after the Delegation has spoken.
- f) Once all Delegations have presented to Council, the meeting will proceed. On the Agenda will be an Agenda Item "Delegation Business." At this time, Council may choose to discuss information presented by the Delegation.

Should you have further questions of this process please contact the Town at the numbers indicated above.