

## Delegations Addressing Westlock Town Council

*Council Procedure Bylaw 2021-13 (Complete Bylaw is on the Town website [www.westlock.ca](http://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, ten (10) calendar days (typically a Thursday)** 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. The request must meet the following criteria to be considered; is a Town of Westlock Municipal issue and in the realm of Council's authority. The requester must also agree to meet with the CAO, or CAO and Mayor prior to being considered for inclusion on a Council agenda. 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  
Phone: 780.349.4444  
Fax: 780.349.4436

Or can be sent via email to: [aboissonnault@westlock.ca](mailto:aboissonnault@westlock.ca)

### 1. Process

- a) Any communication intended for Council 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.
- b) After meeting with the requester, the CAO, in consultation with the Mayor or their delegate, may place the request on the agenda.

### 2. The following procedures will apply to Delegations before Council:

- a) Cell phones are to be placed in "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, i.e. 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.