

DELEGATION PROCEDURES
CITY OF WILLIAMS LAKE
450 Mart Street
Williams Lake, BC
V2G 1N3

WHAT IS A DELEGATION?

“Delegation” is the term used to define the process whereby an individual appears before City Council to:

- Enter a new request for action
- Bring Council up to date on a project, idea or concept

HOW TO APPEAR AS A DELEGATION BEFORE COUNCIL

The City of Williams Lake Delegation Procedure provides the following:

- All delegations must be approved by the Mayor prior to being scheduled
- Delegation requests must be in writing, **using the form attached**, and must be received prior to **noon on the Wednesday** of the week prior to the meeting
- You will be notified by telephone or email with the type of meeting (ie Regular Council Meeting, Committee of Whole Council or Committee etc) and given a number of upcoming meeting dates to choose from
- A maximum time of **ten (10) minutes** is given per delegation
- Please note, a request to appear as a delegation is not guaranteed

HOW TO SPEAK BEFORE COUNCIL

The following guidelines are useful to follow when speaking to Council:

- Speak clearly
- Keep presentation brief and to the point
- Allow for extra time at the end of presentation for a question and answer period

The following protocol is followed when addressing Council:

- The Mayor is addressed as “Your Worship” or “Mayor (name)”
- The Council Members are addressed as “Councillor (name)”
- Staff is addressed by their respective title (e.g. Manager, Engineering) or by their names (e.g. Mr. Smith)

IMPORTANT INFORMATION

If the presentation includes handouts or is a PowerPoint presentation, a copy must be provided to Corporate Services (2nd Floor at City Hall) or emailed to cbouchard@williamslake.ca by 12:00 noon on the Thursday of the week preceding the scheduled meeting. Copies may be supplied on a memory stick if they are too large to email.

If you would like further information or assistance, please contact Cindy Bouchard, Manager of Legislative Services, at (250) 392-1773.



**DELEGATION REQUEST TO
WILLIAMS LAKE CITY COUNCIL**
450 MART STREET, WILLIAMS LAKE, BC
TELEPHONE 250.392.2311

Contact Information:

Name of Person(s) to appear before Council: _____

Representing (name of Group or Organization): _____

Address/City/Province/Postal Code: _____

Daytime Telephone: _____ Email: _____

Topic of discussion (please be specific and provide details and/or attachments if necessary):

Desired Resolution if applicable (e.g. letter of support, funding request, etc.):

Procedure

Please sign and forward completed form to City of Williams Lake Corporate Services, 450 Mart Street, Williams Lake, BC, V2G 1N3, or fax to (250) 392-4408 or email to cbouchard@williamslake.ca. Please note your delegation is not confirmed until you are contacted by City staff.

If you have any questions, please call Cindy Bouchard, Manager of Legislative Services, at (250) 392-1773.

Applicant Signature

Date

FOR OFFICE USE ONLY

Application Approved

Declined

Other

By (signature): _____ Date: _____

Meeting Date and Type: _____

Date Applicant Informed: _____ Informed via: _____