

## *Council Response to Presentations or Requests*

- Once your presentation is complete, thank Council for their time and indicate you are willing to answer any questions that Council may have.
- Council will, through the Mayor, thank you and your delegation for your presentation and ask the City Councilors if they have any questions. You are permitted to respond to their questions in a respectful manner.
- Please remain at the podium until the Mayor thanks you for your presentation.
- Once the Mayor thanks you for your presentation you may stay for the remainder of the Council meeting or leave quietly.

## *Council Actions for Presentations*

- Council will receive and file your presentation, which formally recognizes your presentation in the Council meeting minutes.
- For requests made to Council, they may direct administration to bring back a report and a recommendation at a future meeting. If this happens, Administration will be in contact with you to obtain and provide further information.

- If your presentation and a related administrative report are brought forward at the same meeting, Council may receive and file your presentation and indicate it will be discussed later on the Council meeting agenda. This only occurs when the community organization or public member has worked with administration prior to presenting to Council.
- The preferred process for community requests is to work with administration prior to presenting to Council. This will streamline the process for Council approvals.

## Community Development Parks & Recreation

P.O. Box 400  
455 Broadway Street West  
Yorkton, Saskatchewan

Phone: 306-786-1750  
Fax: 306-786-6880

cdpr@yorkton.ca  
[www.yorkton.ca](http://www.yorkton.ca)



# *Presenting to City Council*



## *Submitting a Request to Appear Before Council*

A community organization or public member wanting to make a presentation at a Council meeting must write a letter to the City Clerk requesting to appear before Council.

The letter must be addressed as follows:

City Clerk  
City of Yorkton  
Box 400  
Yorkton, SK S3N 2W3

Office is located on the second floor of City Hall,  
37 Third Avenue North, Yorkton, SK

### **The letter must include:**

#### **Who?**

The full name of the person presenting and their title, if applicable.

#### **When?**

The date of the Council meeting you are requesting to make the presentation.

#### **What?**

The topic you would like to present.

#### **Why?**

Detailed written information about why the information is being presented and the importance to the community should be included or attached.

Is your topic being presented for Council information or are you asking Council to respond to a request?

If you are expecting Council to respond to a request, please ensure your request is clearly stated in your presentation (both written and verbal) so Council fully understands what is being asked of them.

Letters of request **must be received** at the City Clerk's office, **by 12:00 noon on the Thursday prior** to the Council meeting that the presentation is being requested. Please ensure your letter:

- Is respectful
- Is legible
- Clearly states what you are asking of Council
- Is signed by the author
- Includes the correct mailing and residential address of the author
- Includes daytime telephone contact information of who will be presenting
- Uses respectful language

## *Process for Presenting at a City Council Meeting*

- On the Council day, be at City Hall by 4:45 p.m.
- Council Chambers are located on the main floor to the right of the staircase.
- Once in Chambers, identify yourself and your group to the City Clerk (who may be seated at the table in the Council Chambers) and take your seats.

- You may request a copy of the agenda. The meeting starts precisely at 5:00 p.m. on designated Mondays.
- The Mayor chairs the meeting and will welcome you and your delegation to the podium to provide your presentation.
- One spokesperson approaches the podium, unless previously arranged through the City Clerk.
- Address the Mayor as "Your Worship". It is appropriate to address City Council at the podium by using "Good evening Your Worship and Members of City Council".
- The maximum length for your presentation is 15 minutes. Please be aware that you may be asked to conclude your presentation if you go over this time limit.
- Any comments during your presentation must be related to your written submission.
- The Mayor may deny your delegation at the Council meeting if in his opinion the delegation:
  - Is disrespectful
  - Uses offensive language
  - Shouts or raises their voice
  - Uses remarks deemed to be scandalous or criminal or,
  - Addresses issues not contained in their submission