

## *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.
- The Mayor will thank you and your delegation for your presentation and ask the City Councillors if they have any questions. You shall respond to their questions in a respectful manner.
- **Please remain at the podium until the Mayor completes the call for the vote on your agenda item.**
- The Mayor will thank you again for your presentation. You may take your seat and stay for the remainder of the Council meeting or quietly leave the Council Chambers.

## *Council Actions for Presentations*

- Council will vote on a resolution to formally recognize your presentation in the Council meeting minutes.
- For requests made to Council, they may direct Administration to bring back additional information and a recommendation in a report to 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, or if the City Manager has requested Administration to prepare a report to provide Council with further details.
- The preferred process for community requests is to work with Administration prior to presenting to Council. This will streamline the process for Council approvals.
- A few days after the meeting you will receive a letter from Administration on Council's actions in response to the presentation.

**City Clerk's Office  
P.O. Box 400  
Yorkton, SK  
S3N 2W3**

**37 Third Avenue North  
Phone: 306-786-1717  
Fax: 306-786-6880**

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



# *Presenting to City Council*



## *Submitting a Request to Appear Before Council*

A community organization or public member wishing to make a presentation to Council at a Council Meeting, must provide a request in writing; the request may be printed, typewritten, duplicated or legibly written.

**Requests must be received** at the City Clerk's office, **by 12:00 noon on the Wednesday preceding the Council Meeting** that the delegation wishes to appear at.

The written request is to be **addressed as follows:**

**Mayor and City Council  
c/o City Clerk – City of Yorkton**

and may be **delivered in one of the following means:**

- PO Box 400  
Yorkton, SK S3N 2W3
- Fax: 306-786-6880
- Email: [tschneider@yorkton.ca](mailto:tschneider@yorkton.ca)
- Second Floor of City Hall  
37 Third Avenue North, Yorkton SK

**The request must include:**

### **Who?**

- The full name, correct mailing address and residential address and, if applicable, the title of the person presenting.
- Daytime telephone contact information of the person presenting.
- The organization being represented, if applicable.

### **When?**

- The date of the request, and the date of the Council meeting the presenter is wishing to attend.

### **What?**

- The topic being presented. Attach documents that may assist Council in making a decision. Clearly state what is being asked of Council; If Council is being asked to respond to a request, ensure it is clearly stated in the presentation (both written and verbal) so Council fully understands what is being asked of them.

### **Why?**

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

### **Please also ensure the request:**

- uses respectful language;
- is legible;
- is signed by the author, except when submitted by email

You may be contacted by the City Clerk's office suggesting that you speak to a particular City Department that has information relative to your item as they may be able to answer your questions. If after that time you are not satisfied, you may request to be added to the Council Meeting agenda. The City Department that you spoke to, may also bring a report that pertains to your item, to the same Council Meeting.

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

- On the Council Meeting day, be at City Hall by 4:50 p.m. The meeting begins precisely at 5:00 p.m. City Hall is located at 37 Third Avenue North.

- 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 and take your seats in the gallery area.
- You will be provided with a copy of the agenda at that time, if you haven't been provided with one earlier.
- The Mayor chairs the meeting and will welcome you and your delegation to provide your presentation, when your item is next on the agenda.
- **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 time allowed for your presentation is **10 minutes**. Please be aware that you may be asked to conclude your presentation if you go over this time limit. Always be temperate and respectful.
- **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;
  - addresses issues not contained in the submission.