

**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 Tuesday** 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 (2<sup>nd</sup> Floor at City Hall) or E-Mailed to [corporateservices@williamslake.ca](mailto:corporateservices@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 E-Mail.

If you would like further information or assistance, please contact the Corporate Services department at (250) 392-1772 or (250) 392-2311.



**DELEGATION REQUEST TO APPEAR BEFORE  
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: \_\_\_\_\_ E-mail: \_\_\_\_\_

**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 submit your completed form to the City of Williams Lake Corporate Services department by mail (450 Mart Street, Williams Lake, BC, V2G 1N3), fax (250) 392-4408 or by E-Mail to [corporateservices@williamslake.ca](mailto:corporateservices@williamslake.ca). Please note your delegation is not confirmed until you are contacted by City staff. If you have any questions, please contact the Corporate Services department at (250) 392-1772 or (250) 392-2311.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**FOR OFFICE USE ONLY**

Application Approved

Declined

Other

By (signature): \_\_\_\_\_ Date: \_\_\_\_\_

Meeting Date and Type: \_\_\_\_\_

Date Applicant Informed: \_\_\_\_\_ Informed via: \_\_\_\_\_