



### Council Meeting Procedure for Delegations

Delegations are typically scheduled for the beginning of the meeting. If possible, arrive a few minutes before the meeting starts and take a seat near the front. The municipal clerk will be on hand to assist you and answer any questions.

- The meeting chair (typically the mayor) will call the meeting to order and ask for approval of the agenda.
- The chair will ask the first delegation to approach the podium.
- Begin by stating your name and organization, if applicable. Introduce anyone else who may be presenting with you. All presenters must speak directly into the microphone attached to the podium.
- It's appropriate to address the group as "Mayor and Council." When addressing individual members of council, use Mayor Borrowman (not Your Worship) and Councillor (last name). Members of administration should be addressed with their honorific and last name (for example, Ms. de Soto).
- A 10-minute timer will start. The timer is clearly visible to the presenter and bell sounds when time is up. If the presentation isn't complete when the timer sounds, the chair will ask you to wrap up.
- At the end of the presentation, the chair will ask if there are any questions from council. You should stay at the mic until the chair states there are no more questions and thanks you for your presentation.
- If you have made a request of council, the chair will provide next steps. Most frequently, requests are scheduled for council consideration at the next regular meeting. At that point council has three options: grant the request, refer the request to administration for further research, or accept the request as information (which means no further action will be taken).
- If you have made a request of council that is time-sensitive, the chair may ask Council to vote whether or not to consider the item immediately. If that vote passes by majority, council then has the same three options outlined above.
- When your item has concluded you may leave the council chamber.

If you need further assistance or have any questions please contact the municipal clerk at [municipal.clerk@canmore.ca](mailto:municipal.clerk@canmore.ca) or 403-678-1550.