



DELEGATE INFORMATION SHEET

WHAT YOU NEED TO KNOW

Presentation Time

Delegations are allowed 5 minutes for their presentation. Extra time may be granted only through a motion put forward by Council.

Decision Making

Decisions are usually not made during the meeting and may be deferred to a later meeting of Council.

Submission Deadline

Requests for delegations, along with all relevant documents, must be submitted to the CAO no later than 12:00 noon on Friday the week prior to the meeting.

Multiple Speakers on a Topic

If there are multiple speakers addressing the same topic, please designate one delegate to speak on behalf of the group.

Conduct

Verbal outbursts, clapping, remarks, or any form of disturbance will not be tolerated.

Individuals causing a disruption may be asked to leave the meeting.

Arrival Time

Delegates must arrive 10 minutes before the meeting to ensure a prompt start.

Call-in Delegates

Call-in delegates must provide a contact number and be ready for the call when the time comes to engage.

Starting Your Presentation

When beginning your presentation, please state your name, and if relevant, your position or the company or organization you represent.

For further information, please contact the office at (306)929-2236 or email at officemgr@candlelake.ca.