

Helpful tips to follow when presenting before Council:

Please remember that you have only **5 minutes to make your presentation to Council**, which will be followed by any questions Council may have.

When presenting before Council:

- State your name clearly for the record, and indicate any related professional affiliation "*My name is*". State the purpose of your address, "*I would like to*". Speak within the time allotted, and ensure the information you provide is related to the item on the Agenda. "*This concludes my comments Mr. Mayor*", this advises Council that you are finished your presentation.
- When speaking to Council, use "*Mayor Gandam*" or simply "*Mr. Mayor*" to directly address the Mayor and "*Councillor*", followed by their last name when addressing a Council member.
- The Mayor will invite Council members to ask any questions of you following your presentation. Again, you will address the Mayor in your response, not individual Council members with "*Thank you Mr. Mayor, in response to Councillor _____'s questions, I can say*". If referring to a Council member, use their title, "Councillor", followed by their last name.
- Please ensure you answer the question as directed by Council and do not engage in a debate. If there are no further questions, the Mayor will thank you for your comments.

Some additional tips when presenting before Council:

- Presentations should be concise and provide only the information required for Council to make an informed decision.
- Stick to the most important messages.

**If you would like to present to City Council please register with
Karin Boddy, Legislative Executive Assistant at
administration@wetaskiwin.ca**