

Procedures for Delegations to Regular or Special Council Meetings

The following procedures must be followed when making a presentation to a Council Meeting (Regular or Special):

1. Requests to appear before Council as a delegation must be received by the CAO/Clerk by 4 PM on the Friday prior to the scheduled Council meeting date. Requests must be received in writing (letter or Email).
2. Usually a maximum of three (3) delegations will be scheduled at each Council meeting. Council **may** decide to add additional delegations to a particular meeting agenda by majority vote of all Council Members present at that meeting.
3. Delegations will be accepted on a “first come, first scheduled” basis.
4. The CAO/Clerk will have final authority on scheduling a delegation for a regular Council meeting. He/she has the authority to refer the delegation to a Standing Committee or Committee of the Whole as appropriate.
5. Delegations may be comprised of any number of people (subject to the occupancy requirements of the meeting room). Regardless of the number of people comprising the delegation, only ONE (1) person may be the spokesperson for the delegation.
6. Delegations must provide ten (10) written copies of their presentation and supporting documentation to the CAO/Clerk for distribution to members of Council and staff immediately prior to the commencement of the meeting.
7. Delegations are limited to a maximum of TEN (10) minutes for their presentation, discussion and questions to/from Council. The Mayor will move to the next agenda item at the end of the TEN (10) minute time.
8. Council will not make decisions on the issue being raised by the delegation at the Council meeting. Presentations requiring Council action or motions will be forwarded to the next regular meeting for a decision.
9. All members of delegations will be expected to respect the decorum of Council by removing hats while in chambers, refraining from speaking during the meeting, not entering into individual debates with specific Council Members
10. Delegations are bound by the Rules of Procedure as outlined in Procedural By-Law 06-10-314 and any subsequent revisions.