



## Guidelines for Delegations and/or Presentations at Council Meetings

Delegation means an individual or an organization addressing the Council about a specific item on the agenda of a meeting that falls within the body's jurisdiction, but does not include those speaking to a bylaw for which a public hearing has been held or is scheduled. (*Per Council Procedure Bylaw*)

Application	Submit to Corporate Officer by 12:00 noon <b>at least</b> ten (10) days prior to the meeting (inclusive of correspondence, and background materials)
Audio/Visual	Presentation material, video or PowerPoint must be received by noon on the Wednesday before the meeting.
Meeting Time	7:00 p.m. Delegations are heard under the "Presentations/Petitions and Delegations" section of the meeting agenda
Meeting Date	See the <b>Council Meeting Schedule</b> for meeting dates
Time Limit	Each delegation is limited to ten (10) minutes.

### How to Apply:

An organization or association wishing to appear before Council as a delegation must submit an **Application to Appear as a Delegation** to the Corporate Officer by 12:00 noon at least ten (10) days prior to the relevant meeting. Delegations are not confirmed on the agenda until contacted by municipal staff. The earlier the request is submitted, the better the chance is to obtain the preferred meeting night.

Applications are accepted on a first come, first served basis and a maximum of two (2) delegations may appear at each Regular Council meeting. Once the limit is met, additional requests are put forward to the next available meeting. Delegations will be heard in the order of the earliest to submit their applications to the Corporate Officer.

Factors that affect scheduling include the number of applications received, whether the matter involves an application, project or other initiative that has or will be dealt with through another process under the Council Procedure Bylaw or whether timeliness is an issue.

A staff member will communicate with the delegation's contact person to confirm a place on the Council agenda, and to facilitate any audio/visual support that is required. Background information submitted with the application and presentation material if applicable will form part of the agenda package and will be published on the website.

### What to Include:

- A completed **Application to Appear as a Delegation** form.
- Printed background material supporting your application. If the materials are not submitted with the application for publication on the agenda, please bring 15 copies to

the meeting for distribution to the Council staff and public. The District does not provide photocopying services.

- All written material presented to Council should be legibly written, typed or printed.
- **Presentation materials, video or PowerPoint, must be submitted to the Corporate Officer by 12:00 noon on the Wednesday before the meeting.** You may wish to contact us in advance of preparing your audio or visual presentation to confirm the technical specifications of our presentation equipment.

### **Must Not Address Council On A Matter:**

There are some restrictions on the subject matter that can be presented to Council. An application may be refused by the Corporate Officer if it includes material with regard to the following matters:

- That must be or has been considered by Council at a closed meeting under the authority of section 90 of the *Community Charter*
- That is before the courts or for which legal action is being pursued or is pending;
- That is or has been the subject of a claim for damages against the District;
- That is or has been the subject of a bylaw enforcement action by the District;
- That has been the subject of a public hearing held in accordance with an enactment is a pre-requisite to the adoption of a bylaw
- That involves an application before the Board of Variance that is pending or has been decided;
- That has been referred to committee or staff; or
- Any matter that involves an application, project or other initiative that will be or has been dealt with through another process under *The Land Use and Development Procedures Bylaw*.

### **What to Expect at the Meeting:**

- The delegation as appearing on the agenda will be introduced by the meeting Chair.
- The delegate should then proceed to the microphone.
- Direct your presentation to the Mayor and Council/ be concise and keep your presentation brief and to the point.
- Address the Mayor as "Your Worship" or "Mayor (name)" and Councillors as "Councillor (name)".
- Each delegation is limited to ten (10) minutes.
- Your time may be divided between the speakers at the delegation's discretion. On completion of the presentation, Council may ask questions if they feel clarification is required.