

Deputations/Delegations

Council welcomes delegations to appear before Council or a Committee. The purpose of a delegation is to provide information to Council or a Committee in order to assist Council in making good decisions on behalf of the Community.

The rules for delegations are found in the Procedure by-law. They are summarized below to assist you in preparing for your presentation.

Requests to be Placed on Council Agenda:

If you wish to appear before council to present information or make a request of Council you must give written notice to the Clerk by the Friday prior to the meeting. You will be heard by leave of the Chair or Council.

In exceptional circumstances, Mayor and Clerk or Council may entertain delegations with less notice.

Requests to be Placed on Committee Agenda:

If you wish to present information or make a request of a Committee, you must give notice in writing to the Chair of the Committee through the Clerk's office not later than three (3) days prior to the date of the committee meeting. You may be heard by leave of the Chair or the Committee.

In exceptional circumstances, the Chair or the Committee may entertain delegations with less notice.

Length of Presentation:

The delegate is limited to a maximum of 10 minutes. A delegation with more than five persons is limited to two speakers of 10 minutes each.

Investigation by Council / Committee:

Matters requiring further investigation and/or deliberation by Council / Committee will not be decided upon at the same Meeting that your presentation is made. You will be advised either at that meeting or later as to when the matter will be addressed by Council or the Committee.