

## Guidelines for Delegations at Council Meetings

Application:	Submit to Legislative Services by 12:00 noon at least 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 Friday before the meeting.
Meeting time:	7:00 p.m. Delegations are usually heard at the start of the meeting.
Meeting date:	See the <b>Council Meeting Schedule</b> for meeting dates.
Time limit:	Each delegation as a whole is limited to ten (10) minutes.

### How to Apply:

A person or organization wishing to appear before Council as a delegation is required to 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. The earlier the request is submitted, the better the chance to obtain the preferred meeting night. Please note that a delegation is not confirmed on the agenda until contacted by municipal staff.

Delegations are accepted on a first come, first served basis and a maximum of two (2) delegations may appear before Council at each meeting. Once the limit is met, additional requests are put forward to the next available meeting. Where two or more delegations apply to address Council on the same subject, only one delegation may address Council either in favour of or against the subject. Delegations will be heard in the order of the earliest to submit their applications to the Corporate Officer. Persons or organizations are not permitted more than one delegation every six months on the same issue unless prior consent has been obtained by a resolution of Council.

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, please bring 13 copies to the meeting for distribution to Council and staff.
- Presentation materials, video or PowerPoint, must be submitted to Legislative Services by 12:00 noon on the Friday before the meeting. This will allow for advance testing to ensure your presentation runs smoothly. You may wish to contact us in advance of preparing your audio or visual presentation to confirm the technical specifications of our presentation equipment.

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### Explanation of Scheduling, Referrals, or Refusals:

Every effort is made to assign the earliest possible meeting date. Factors that affect scheduling include the number of applications received, whether a staff report is pending that should be considered by Council at the same time as the delegation appears, or whether timeliness is an issue. Once the application is reviewed the delegation may be referred to a committee, or staff for direct action or response as deemed appropriate. A delegation is not confirmed on the agenda until contacted by municipal staff.

To appear as a delegation 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 outlined below.

### Must Not Address Council on any Matter:

*Excerpt from the Council Procedure Bylaw, 2015, No. 9321*

- 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 will be or has been the subject of an appeal under Part 8 of this bylaw or reconsideration under sections 9 or 41 of this bylaw;
- that involves an application that will be or has been considered under the *Community Grant Policy*;
- that has been referred to committee or staff.

### What to Expect at the Meeting:

The delegation as appearing on the agenda will be introduced by the Corporate Officer. The delegate should then proceed to the podium. The delegation as a whole is limited to ten minutes to make a presentation to Council regardless of the number of people in the delegation. The time may be divided between the speakers at the delegation's discretion. Upon completion of the presentation, Council may ask questions if they feel clarification is required.