

## **DELEGATION: PROTOCOL AND TIPS ON PRESENTATIONS TO COUNCIL**

The purpose of the delegation process is to allow residents to make their views known to Council. Council values and welcomes input, comments and constructive suggestions. Since Council generally has to consider a large number of issues and concerns at any given time, the following protocol is observed.

1. Provide as much information as possible to the Clerk's Department prior to the meeting to ensure Council has an opportunity to review your information and prepare any questions.
2. In Accordance with the Corporation of the Town of Erin Procedural by-law #14-41, a delegate shall be allowed to speak for 10 minutes which may be followed by a ten minute question period by members.
3. Delegates shall consist of no more than 2 persons with a total speaking time of not more than 10 minutes. When a number of people are to appear representing one viewpoint or interest group, it is expected that the group be represented by a spokesperson, and/or submit written submissions.
4. When called upon by the Chair of General Committee or the Mayor at Council meetings, the delegate should proceed immediately to the podium or table in the Council Chambers.
5. Speakers are asked to keep their remarks as brief as reasonably possible. Comments when stated in a clear, concise and factual manner are very much appreciated.
6. In order to reduce the possibility of any misunderstanding and to facilitate necessary follow-up, the Clerk shall be provided with a written copy of the presentation, which will become part of the official corporate records. If you intend to read from a prepared text, a copy of this text must be filed with the Clerk with your original request to appear as a delegation. If additional information is to be provided at the meeting, 16 copies shall be supplied to the Clerk prior to the meeting start time for circulation.
7. Discussion topics, other than the subject matter of the written request to appear as a delegation, will not be permitted. Further, subsequent delegations on the same topic, without significant new information will not be permitted.
8. Persons addressing Council shall confine their remarks to the business stated in their written request to be heard, and such shall be presented in a respectful and temperate manner, and their conduct shall be governed by the provisions set out in Section 11 of Procedural By-Law #14-41.
9. Upon completion of his/her remarks, the speaker should remain in position to allow for any questions from Council/Committee members. Council/Committee members may ask questions for clarification purposes. Statements from Council/Committee members or debate on the issue are generally not permitted at this stage. After completion of any questions, the speaker will be asked to be seated. Council/Committee members may then enter into discussion. However, it is general practice to refer the matter to staff for a report and recommendation. Debate as required would take place after receiving the staff report.
10. Delegations will not be permitted on items that will be the subject to an upcoming public meeting pursuant to the Planning Act, unless exceptional circumstances apply, which have been reviewed and approved by Council. Persons should present their concerns and opinions at the scheduled public meeting where their comments can be considered along with all other submissions. Delegations or submissions to Council after the Public Meeting has been completed and before Council has made its determination will not be permitted.