

This page provides guidance for individuals or groups wishing to make a delegation before a City Council or a Committee of the Whole meeting. The following information has been summarized from Section 40 of Procedural By-law No. 2023-022.

Deadlines

- Delegation requests must be registered with the Clerk by 4:30 p.m. on the Wednesday preceding a meeting.
- If approved, a written copy of the submission must be provided to the Clerk by 4:30 p.m. on the Thursday preceding the meeting.

Time Limits

- Delegates may speak for up to 10 minutes on matters of municipal jurisdiction.
- Presenters who have previously appeared before the same Council on the same subject, are limited to new information only and a maximum of 5 minutes.
- In unique circumstances, the Chair or a majority of Members may extend the time limit.

Restrictions

- A maximum of three (3) presenters per delegation (including the spokesperson).
- Delegations at Regular Council Meetings must relate to matters within the jurisdiction or influence of local government.
- Delegations at Committee of the Whole Meetings must relate to an agenda item.
- Delegations are not permitted on:
 - Tribunal recommendations conducted under the Statutory Powers Procedure Act;
 - Labour management disputes, unless permitted by legislation or collective agreement; and/or
 - Matters implying or threatening legal action (referred to Legal Counsel by the CAO).

Decorum

Presenters must:

- Speak respectfully and avoid offensive or unparliamentary language;
- Address only the subject approved for the delegation;
- Follow the rules of order and any instructions from the Presiding Officer (Mayor).

Council:

- After the presenter has finished, Council Members will have the opportunity to ask questions for clarification purposes only, and without debate.
- Delegations, depending on their nature, may be assigned to the CAO and/or

- appropriate Director and/or Committee for follow-up.
- The Presiding Officer (Mayor) may curtail any presenter or question for disorder or breach of procedural rules.

Disclaimer:

Delegation materials become part of the public record and will be included in the Council or Committee agenda/package and made publicly available. During the presentation at the meeting, the meeting may be live-streamed, and recordings will be accessible for public viewing.