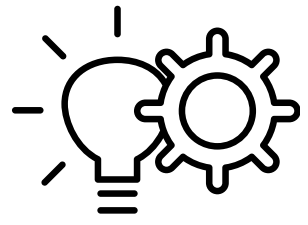


DELEGATIONS

INFORMATION AND ETIQUETTE

1. SUBMIT YOUR REQUEST

If you would like to speak before Council. The first step is to submit your request. Forms can filled out here: [Delegation Request Form](#)



2. CONFIRMATION AND APPROVAL

Once the clerks department has received your request. They will review your submission for approval. If approved, they will reach out to confirm your information and scheduling.



3. SUBMITTING PRESENTATION MATERIALS

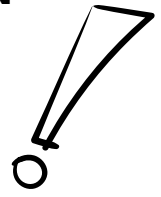
Presentation materials must meet the following criteria;

- be in either .ppx or .pdf format.
- pass accessibility standards
- limited to 7 slides
- submitted to the clerks office **8 days in advance of the meeting**, or it will not be included in the agenda, and not be presented at the meeting.



4. ADDITIONAL DELEGATION INFORMATION

All Delegations are limited to 10 minutes in length. To help with timing the clerks department will let you know when you have reached the 8 minute mark. More information on delegations can be found here: [Delegation Information](#)



WHAT TO EXPECT ON THE DAY OF YOUR DELEGATION

1. MAKING YOUR PRESENTATION

Either the Mayor or Chair will invite you have a seat at the staffing table. They will introduce you to Council, and your 10 minutes will begin. To help with timing the clerks department will identify when you have reached the 8-minute. After your presentation, either the Mayor or Chair will ask if there are any questions.



2. ADDRESSING COUNCIL

When answering questions, all comments should be directed through the meeting Chair, by saying one of the following:

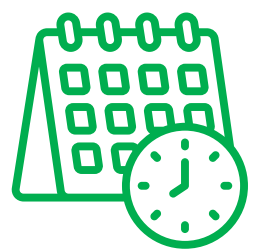
- Mayor: "Your Worship"
- Committee Chair: "Through the Chair"

Also, no more than one person shall speak at a time and proper language, speech and decorum shall be maintained.



3. ENDING THE DELEGATION

After the question period has ended, the Chair will put forward a motion to accept your delegation as information. Any requests that may have been brought up will be considered at a later date and time.



4. ADDITIONAL INFORMATION

- You may provide Council with additional information through handouts or by sending the information in advance to the clerk's department.
- There is a clickshare available so you can bring you own laptop.
- You must use the microphone when speaking.

