



GUIDE FOR DELEGATIONS TO COUNCIL

What is a delegation?

A delegation is a person or group of persons who would like to speak at a Council meeting to share their opinions with Councillors on previously identified subject matter. Any individual who wishes to appear before Council on municipal business may do so by filing a request with the Clerk.

The first step:

You are encouraged to first contact municipal staff to discuss your concerns. Some issues may not need a decision by Council and if staff can resolve your issue it saves time for everyone. You can call 519-291-2950 or email clerks@northperth.ca and staff can help you contact the proper person, provide information about meeting dates and times, and answer other questions.

Registering:

If staff are unable to resolve your concern, you can request to be a delegation to speak at a council meeting.

- For a matter ***not appearing*** on the agenda, requests must be submitted no later than 4:30 p.m. on the Tuesday preceding the meeting.
 - For a matter ***appearing*** on the agenda, requests must be submitted no later than 12:00 noon on the day of the council meeting.
 - Notwithstanding the above, at the discretion of the Clerk and dependent on the volume of agenda items, the delegation may be scheduled to be heard on an alternate meeting date
 - All requests must be made in writing by submitting the [North Perth Council Delegation Request Form](#) electronically through the municipal website or by submitting a completed paper copy of the form to the Municipal Office, 330 Wallace Avenue North, Listowel ON.
- a) Delegations shall not be permitted to appear before Council if the subject relates to:
- i. A tender or request for proposal which is either proposed, pending, or actually before Council or a Committee of Council for its consideration;
 - ii. Labour relations;

- iii. Legal issues including litigation, potential litigation and matters currently before the courts or administrative tribunals;
- iv. Insurance claims;
- v. Contract negotiations;
- vi. Any matter that is properly the subject of a Closed Session.

Preparing For Your Delegation:

- Delegations to Council are limited to **10 minutes**. Council will have an opportunity to ask questions of the delegation following their presentation.
- To ensure compliance with the *Municipal Freedom of Information and Protection of Privacy Act* (1990), (MFIPPA) all presentation materials **must be** submitted to clerks@northperth.ca no later than 12:00 noon on the day of the meeting. Electronic materials will be displayed in the Council Chambers during the delegation.
- Presentations should be prepared using accessible formatting including, but not limited to:
 - Large font type and size (i.e. Arial, 14 point or larger)
 - Include only a few bulleted points per slide
 - Use high contrast colour scheme such as black or dark blue text on white background
 - Images or graphics should include captions or alternative text

Please Note – All presentations become part of the public record and are shared on the Municipality's YouTube Channel. As such, names, photographs and other identifying information of individuals who are not part of the delegation cannot be used without providing signed written consent from the individual to the Clerk prior to the council meeting.

Appearing as a Delegation:

- Council Meetings begin at 7:00 p.m. and are held in the Council Chambers at the North Perth Municipal Office located at 330 Wallace Avenue North, Listowel, ON.
- Delegations are typically scheduled near the beginning of the council meeting.
- If you are scheduled to speak at a council meeting but are feeling unwell or are unable to attend, please contact the Clerk as soon as you are aware you will not be able to attend as alternative arrangements may be able to be made.

- When it is time for delegations, the Mayor will share procedural guidance, introduce the topic you have registered to speak about and call on you to approach the podium. For virtual delegations, you may turn on your camera and microphone at this time.
- Only one person may address Council at a time. Please ensure to use proper speech and language during your delegation.
- A remote is available for you to move through your slide deck at your own pace, or you may ask the Clerk to advance slides when you are ready.
- If you are seeking specific action from Council, be clear about what you are asking Council to do, keep your comments focused on this point, and avoid wandering from the topic you came to speak about.
- Following your presentation you may be asked questions by Members of Council to clarify items in your presentation or for further information which may not have been provided. Please direct your remarks/responses to any questions through the Mayor (i.e. Through you Mayor...)
- After you have spoken to Council and there are no further questions, the Mayor will thank you for your presentation. Councillors may then:
 - Listen to other delegations;
 - Ask staff for more information;
 - Discuss the item later in the agenda and make a decision;
 - Put a motion on the floor;
 - Refer the item to a future meeting date if they feel more information is needed prior to making a decision;
 - Simply receive the information (no motion would be put on the floor, no vote would occur and Council would move on to the next agenda item).
- You do not need to stay for the remainder of the council meeting once your delegation is complete.

Petitions:

- Petitions given during a public meeting or delegation are part of the public record. Petitions that are not given during a public meeting or delegation shall be placed in the Consent Agenda for Council's consideration. If you want to submit a petition, please make sure everyone who has signed the document understands that the information they included will:
 - be available to the public
 - not be protected under MFIPPA

Rules of Decorum:

Violating any of the rules of decorum can result in you being asked to leave the room or being removed from the electronic meeting. These rules include, but are not limited to:

- Not interrupting Members of Council, staff or other delegations;
- Not using names or photos of people without their prior written consent;
- Not making derogatory statements about Members of Council, staff or others;
- Not turning your microphone on at inappropriate times;
- Not using hate speech or defamatory comments;
- Not using cameras or recording equipment that disrupts the meeting; and
- Not having signs, banners or placards.

TIPS FOR EFFECTIVE PRESENTATIONS

1. Show up early.
2. Identify your main point right from the start and stay on topic.
3. Speak clearly. You will be using a microphone so you do not need to speak loudly, but make sure you speak clearly into (but not closely to) the microphone.
4. Stick to your time limit. Keep your presentation relevant and to the point; you Make sure you use your time well.
5. Keep it simple; use facts not generalities. People often stop paying attention when presented with complicated drawings and tables. Use simple graphics and highlight the points that are important. Maps are always useful if you are referring to a particular location. Support your message with facts that are specific, provable and memorable. Avoid using acronyms and jargon as not everyone is aware of their meaning.
6. Do not just read from slides. If you are simply reading your slides as presented you may quickly lose the interest of everyone in the room. Try to add to the information on the slides, keeping your audience engaged in what you are saying rather than just having them read along with you.
7. Do not skip around. Skipping over slides, backtracking to previous information, or including things that do not really belong gives the impression that you are unorganized.
8. Repeat your main point (or summarize your point of view) at the end of your presentation. It is important and can help Councillors remember what is important to you.
9. Submit materials on time and if there is further information you want Councillors to have, provide a separate document for distribution with your presentation.
10. Practice before you present. Never give a presentation without practicing at least once to be sure that it will fit into the time you are allowed and that you know how to move from one point to the next. Include your visual aids in your practice.