



So You Want to Appear Before Council as a Delegation or Presentation... ...Here is What You Need to Know

How do I get on a Council agenda?

You must submit your request to appear before Council in writing by 4pm on the Wednesday preceding the preparation week for the Council agenda. (Two (2) weeks prior to the Council meeting you would like to appear on). The request is to be directed to the Deputy Clerk at the Municipal office.

If you are placed on the agenda, you will be contacted to confirm a meeting date to appear. If your request is received after the deadline or if there are already three (3) delegations or presentations scheduled, your request will be placed on the next regular Council agenda.

When I submit my request, what do I need to include?

You need to fill out the form titled *Request for Presentation* or the form titled *Request for Delegation or Petition* available on our website at www.hastingshighlands.ca. The form will be at the bottom of the page under the *Council* tab. You need to fill in your name, the reason you wish to attend and any background information along with contact information. If your submission is vague, you will be contacted for clarification. If you do not provide sufficient information or refuse to disclose the reason for your delegation you will not be permitted to appear as a delegation. Any printed material or your script for reading to Council must be included in the Council Agenda package, which you will submit before the deadline. No printed material may be distributed, by the delegation, on the Council floor.

My issue is urgent, why can't I be put on the agenda tomorrow?

The Procedure Bylaw #2017-20 requires this notice period. Council also needs to know what your reasons for attending are and staff need to be provided with time to generate background information. To meet the requirements for accountability and openness, sufficient notice needs to be provided so that members of the public are aware of what will be discussed at the meeting.

Who is in charge at the meeting and who will be there?

The Council meeting is an open meeting and any members of the public are welcome to attend. You will be making your delegation/presentation in front of Council which is composed of the Mayor, Deputy Mayor and Five (5) Council members. Senior staff

members will also be in attendance along with the CAO/Clerk and Deputy Clerk. All comments are to be directed to the Mayor who is the head of Council. The Mayor has control of the meeting and if comments are made which are rude, insulting or grossly inappropriate you will be requested to cease this behaviour. If this behaviour continues, you will be requested to leave the Council Chambers.

How many speakers at a time?

Delegations are limited to two (2) speakers and only those persons listed on the Agenda will be permitted to speak.

How long can I speak for?

Delegations are limited to ten (10) minutes and Presentations are limited to fifteen (15) minutes inclusive of both speakers in your group. Please provide the material in advance to the Deputy Clerk. This will be copied and provided to Council members with their meeting packages.

Can a group attend as a delegation?

Your group can request to attend as a delegation, but only two (2) members are permitted to speak to the issue. The ten (10) minute limit applies to groups as well as individuals.

I have a short video on my group that I want to show, can it be presented?

You are permitted to show a video or provide a slide presentation as long as it does not exceed the time limits on delegations. If you require equipment or set-up, please note this in your request form.

Where do I present from?

Delegations are requested to present from the podium. It is important that Council and the members in audience can hear your comments.

Is your issue a Request for Service? Or is it a Complaint? If so, Hastings Highlands has a process before your issue would come to Council.

A Request for Service is made on behalf of a citizen or public at large for a specific service, or to notify the municipality that a scheduled service was not provided on time. Please fill out a *Request for Service Form* available on our website at www.hastingshighlands.ca A request for service issue does not come to council for a delegation.

Where frontline resolution cannot be achieved, a *Complaint Form* shall be submitted to the Clerk's Department or designate. All information must be completed in writing.

It shall be understood that a complainant cannot seek a remedy by calling a Council member(s).

All complaints received will be followed through by the Clerk to ensure compliance with the Complaint Policy.

What if I am denied a delegation?

Requests for Delegation who have previously addressed Council on a topic already dealt with or have been deemed a decided topic shall not be granted, unless they can prove that they have new information not previously presented to Council.

I am really upset about my issue and want Council to answer my questions and resolve the issue on the spot. Will this happen at the meeting?

The purpose of the delegation is to provide **information to Council**. Council will look into your matter and may ask staff to bring back a report so that they can make an informed decision.

I presented my issue at Council but I would like to come back again on the same issue. Is this a problem?

You cannot come back to Council to speak on the same issue within a twelve (12) month period, unless a regular election has occurred following the decision.

Please direct questions to the Deputy Clerk's office at 613 338-2811 ext. 277 or via deputyclerk@hastingshighlands.ca