

## Procedures for Delegations to Standing Committees and Committee of the Whole

The following procedures must be followed when making a presentation to a Council Standing Committee and/or to Committee of the Whole meetings:

1. Requests to appear before a Standing Committee or to Committee of the Whole must be received by the CAO/Clerk – Treasurer by 4 PM on the Friday prior to the scheduled meeting date. Requests must be received in writing.
2. A maximum of three (3) delegations will be permitted at each Council Standing Committee and Committee of the Whole meeting.
3. Delegations will be accepted on a “first come, first scheduled” basis.
4. If more than three (3) requests are received to be delegations at a specific meeting, those requests above three (3) will be referred to the next scheduled meeting of the committee or Committee of the Whole. If the issue is “time-sensitive” the chair of the Standing Committee or the Reeve (in the case of the Committee of the Whole) may schedule a special meeting of the committee or Committee of the Whole.
5. Delegations can be comprised of any number of people (subject to the occupancy requirements of the meeting room). Regardless of the number of people comprising the delegation, only ONE (1) person may be the spokesperson for the delegation.
6. Delegations must provide seven (7) copies of their presentation to the CAO/Clerk – Treasurer for distribution to members of Council and staff immediately prior to the commencement of the meeting.
7. Delegations are limited to a maximum of thirty (30) minutes for their presentation, discussion and questions to/from Council. The Chair of the Council Standing Committee or the Reeve (in the case of the Committee of the Whole) will move to the next agenda item at the end of the thirty (30) minute time.
8. The Council Standing Committee and/or Committee of the Whole will not make a recommendation on the issue being raised by the delegation at the Standing Committee or Committee of the Whole. Issues will generally be forwarded to the next regular meeting for a decision.
9. Delegations will generally be limited to presenting their issue at either the Standing Committee or Committee of the Whole. Only in exceptional cases (as determined by the CAO/Clerk – Treasurer) will delegations be permitted to make presentations at both Standing Committee and Committee of the Whole.

