

## DELEGATION PROCEDURES

### WHAT IS A DELEGATION?

Delegates are individuals or group representatives that are formally included on a Regular Council or Committee of the Whole meeting agenda typically to:

- Make a presentation and request action of Council
- initiate discussion on a matter of broad community interest that falls within municipal jurisdiction
- bring Council up to date on a project, idea or concept

### HOW TO APPEAR AS A DELEGATION BEFORE COUNCIL

The Village of Harrison Hot Springs delegation procedure provides the following:

- All delegations must be approved by the Mayor prior to being scheduled
- Delegation requests must be in writing, **using the form attached**, and must be received prior to **noon on the Wednesday** of the week prior to the meeting
- You will be notified by telephone or email and given a number of upcoming meeting dates to choose from
- A maximum time of **ten (10) minutes** is given per delegation

\*Please note, a Request to Appear as a Delegation is not guaranteed

### Appearing as a Delegation:

- the Chair will invite delegations to the Council table to make their presentation
- is not an opportunity for debate
- bring enough handouts if your material is not published in agenda
- provide the Corporate Officer with any relevant notes, if not handed out or published in the agenda
- be prepared to answer questions from Council

### HOW TO SPEAK BEFORE COUNCIL

The following guidelines are useful to follow when speaking to Council:

- Direct your presentation to the Council, and communicate through the Chair (Mayor)
- Speak clearly
- Keep presentation brief and to the point
- Allow for extra time at the end of presentation for a question and answer period

The following protocol is followed when addressing Council:

- The Mayor is addressed as “Your Worship” or “Mayor (name)”
- The Council Members are addressed as “Councillor (name)”