



APPEARING AS A DELEGATION BEFORE COUNCIL

The purpose of this note is to provide anyone who wishes to make a presentation or have a delegation appear before the Committee of the Whole or Council with information regarding time allotments, protocols, and procedures which must be followed to meet the time and business obligations of the Council agenda.

Per Council Procedure Bylaw No. 2084, most delegations present to the Committee of the Whole. Section 16 of the Procedure Bylaw limits the decisions made by the Committee of the Whole – requests made by delegations are referred to the following Regular Meeting for resolution.

Making a Request to Appear

The request to make a presentation as a delegate or to present a petition to the Committee of the Whole or Council must be in writing and must include:

- a) the reason for the delegation or the petition
- b) who will form the delegation and/or who will present the petition
- c) a specific ask, if some action of Council is requested
- d) the amount of funds requested if the ask includes any financial contribution, either direct funds or in-kind contributions from the City.
- e) any information items you may wish Council to have, including documents, letters, or presentation materials (including slides). Council will receive this information as part of their agenda package allowing them to be familiar with the material at the time of your presentation.

The delegation request form is online: <https://www.grandforks.ca/appear-as-a-delegation/>

If you have addressed Council on the same matter in the preceding 12 months, your request to appear may be limited to the presentation of new information or a first request for reconsideration (section 24).

A request to be a delegation must be made (section 22) no less than 6 business days prior to the scheduled meeting. It is important to note, however, that delegations are generally scheduled on a first-come-first-served basis. There is usually a limit of three delegations (section 30), and as such your request may be scheduled for a later meeting.

Delegations present to the Committee of the Whole or Council near the start of these meetings. The start time of each meeting is determined by the schedule defined in sections 4-12 of the Procedure Bylaw. Currently, meetings begin at 10:00 am, starting with Public Hearings, if required, then Committee meetings, if scheduled, followed by the Regular Meeting. Staff will provide details to all delegations when the public agenda is posted as to when their presentation time is expected. Please note that meeting times may vary, and any start times provided are an estimate only.

Delegations participating via electronic means may be held in a “waiting room” until their scheduled position on the agenda.

Making Your Presentation

When you are called upon by the Mayor or meeting Chair to make your presentation, please come forward to the delegation table. The table includes a microphone – it is important that you speak into the microphone as both Committee and Regular meetings are open public sessions. The microphone ensures that you will be heard by members of Council, other people in Council Chambers, and also those watching the proceedings online.

Please introduce yourself, and identify the group you are representing if applicable, before beginning your presentation.

When you speak, you are addressing the Mayor or meeting Chair only. The appropriate forms of address for the Mayor are Mr. or Mrs. Mayor, Mayor _____, or Your Worship. Councillors are addressed as Councillor _____. *Regardless of how well acquainted you are with individual members of Council, please do not use first names while meetings are in session.*

When making your presentation, please do not read verbatim the submitted written material which has already been provided to Council for their review. You should always summarize the matter and hand and clearly state your request. Do not assume that all of Council know what your request is. Prior to your presentation, you may have spoke to one or more members of Council about your topic, however these conversations are not part of the public record and do not represent the views or position of the City until Council passes a resolution or bylaw at a properly convened Council meeting. Presentation materials can be supplied in PowerPoint or PDF format and should be limited to around 10 pages/slides.

The maximum time allotted for delegations is ten (10) minutes per presentation unless Council passes a resolution to permit additional time (section 27). This limit does not include any questions which Council may ask following your presentation. Please ensure that if your presentation includes any specific requests that those are clearly communicated in summary at the end of your presentation. The Mayor or Chair will then ask other members of Council if they have any questions or require clarification of anything in your presentation.

Council will not make a decision on any of your requests immediately following your presentation. Such decisions will be considered later in the meeting, for Regular meetings, or at the next Regular meeting for presentations made to the Committee of the Whole.

Other Public Participation

The Committee of the Whole meeting also includes a section for public participation which permits comments on items already on the agenda, and an opportunity for general questions at the end of the meeting (sections 32 and 33).

Council Procedure Bylaw No. 2084

<https://www.grandforks.ca/wp-content/uploads/Bylaw2084Council-Procedure-Bylaw.pdf>

Should you have other questions regarding the process of making a request to appear as a delegation, or about the procedures to be followed during a presentation to Council, please contact the staff at City Hall for assistance. E-mail info@grandforks.ca or call 250-442-8266.