

Municipality of Wawa
Guidelines for Delegations and/or Presentations
at Council and Committee Meetings

Delegation means an individual or an organization addressing the Council, a Committee or a Commission about a specific item on the agenda of a meeting that falls within the body’s jurisdiction, but does not include those speaking to a by-law for which a public hearing has been held or is scheduled. *(Per Council Procedure By-Law)*

Application	Submit to the Municipal Clerk by 1:00 p.m. on the Thursday preceding the meeting for which your delegation is scheduled (inclusive of correspondence, and background materials).
Audio/Visual	Presentation material, video or PowerPoint must be received by 1:00 p.m. on the Thursday preceding the meeting.
Meeting Time	6:30 p.m. Delegations are heard under the Presentations for Regular Council Meetings and under Announcements/Presentations for Committee meetings.
Meeting Date	See the Council Meeting Schedule for meeting dates.
Time Limit	Each delegation is limited to ten (1) minutes for Council meetings, and to twenty (20) minutes for Committee meetings.

How to Apply:

An organization or association wishing to appear before Council as a delegation must submit a Delegation Request Form to the Municipal Clerk by 1:00 p.m. on the Thursday preceding the meeting. Delegations are not confirmed on the agenda until contacted by municipal staff. The earlier the request is submitted, the better the chance is to obtain the preferred meeting night.

Applications are accepted on a first come, first served basis and a maximum of two (2) delegations may appear at each Regular Council or Committee meeting. Once the limit is met, additional requests are put forward to the next available meeting. Delegations will be heard in the order of the earliest to submit their applications to the Municipal Clerk.

Factors that affect scheduling include the number of applications received, whether the matter involves an application, project or other initiative that has or will be dealt with through another process under the Council Procedural By-Law or whether timeliness is an issue.

A staff member will communicate with the delegation’s contact person to confirm a place on the Council agenda, and to facilitate any audio/visual support that is required. Background information submitted with the application and presentation material if applicable will form part of the agenda package and will be published on the website.

What to Include:

- A completed Delegation Request Form.
- Printed background material supporting your application.
- All written material presented to Council should be legibly written, typed or printed.

- Presentation materials, video or PowerPoint, must be submitted to the Municipal Clerk by 1:00 p.m. on the Thursday preceding the meeting. You may wish to contact the Municipality in advance of preparing your audio or visual presentation to confirm the technical specifications of our presentation equipment.

Must Not Address Council On A Matter:

There are some restrictions on the subject matter that can be presented to Council. An application may be refused by the Municipal Clerk if it includes material with regard to the following matters:

- That must be or has been considered by Council at a closed meeting under the authority of *Municipal Act 2001*;
- That is before the courts or for which legal action is being pursued or is pending;
- That is or has been the subject of a claim for damages against the Municipality;
- That is or has been the subject of a by-law enforcement action by the Municipality;
- That has been the subject of a public hearing held in accordance with an enactment is a pre-requisite to the adoption of a by-law;
- That involves an application before the Committee of Adjustment that is pending or has been decided; or
- That has been referred to committee or staff.

What to Expect at the Meeting:

- The delegation as appearing on the agenda will be introduced by the meeting Chair.
- The delegate should then proceed to the microphone.
- Direct your presentation to the Mayor and Council; be concise and keep your presentation brief and to the point.
- Each delegation is limited to ten (10) minutes for Council meetings and to twenty (20) minutes for Committee meetings.
- Your time may be divided between the speakers at the delegation's discretion. On completion of the presentation, Council may ask questions if they feel clarification is required.