A GUIDE TO ADDRESSING COUNCIL AS A PETITION AND DELEGATION

1. DELEGATIONS

"Delegation" is the term used when an individual or group appears before Council to make a presentation. The presentation may be a request for action, to bring Council up to date on a project, idea or concept, or to provide further information on a current issue that is before Council for decision.

Delegations can be heard at Council or Committee of the Whole meetings. Regular Council meetings are typically held on the 1st and 3rd Tuesdays every month (except for August) in Town Hall Council Chambers. The annual meeting schedule is available at https://www.viewroyal.ca/EN/main/town/agendas-minutes-videos.html.

The Petition and Delegation process is governed by the Procedure Bylaw No. 677, 2007. Section 25 (g) states the Corporate Officer is granted the authority to schedule delegations according to the nature and priority of the subject matter. Every effort is made to accommodate the request to present, however the Corporate Officer may refuse a delegation request if the matter is outside the jurisdiction of the Town of View Royal.

2. APPLYING TO ADDRESS COUNCIL

All individuals wishing to address Council are required to submit a written request using the Petition and Delegation Request form. The form is available on the Town's website, by email, or in person at Town Hall. The request must include the following information:

- The preferred date to appear before Council;
- The applicant's name;
- The name of the organization the applicant is representing, if applicable; and
- The applicant's address.

Requests must be complete and clearly outline the main points the applicant intends to present to Council and/or the specific action being requested. Any supporting materials or documentation, including presentation materials, must be submitted with the request.

Petition and Delegation Requests must be received by **12:00 noon on the Thursday preceding the Council meeting**. This deadline allows staff sufficient time to prepare the agenda package for the upcoming meeting.

Each delegation is allotted a maximum of fifteen (15) minutes to make its presentation, unless Council, by unanimous resolution, extends or reduces the allotted time. Following the presentation, Council members may ask questions of the delegation; however, the question period is not intended for debate.

Council members will not make commitments during the presentation. Any matters requiring further consideration or action may be referred to a future Council meeting or to Town staff for follow-up.

Delegations will not be permitted to address Council regarding a bylaw for which a Public Hearing has been held or that has not yet been adopted.

Where a delegation has previously addressed Council on a particular matter, the Corporate Officer may refuse a subsequent request from the same delegation to address Council on the same matter if the request is received within three (3) months of the previous presentation and does not include significantly new information. In such cases, any information submitted with the request will instead be circulated to Council under separate cover.

The applicant will be notified by email or phone once the meeting date for the delegation has been confirmed.

3. ADDRESSING COUNCIL

The Mayor will invite delegations to speak in the order listed on the agenda. Only the individual speaking at the podium should address Council. If a delegation consists of more than one person, the group must identify one representative to speak on its behalf.

When addressing Council, please observe the following guidelines:

- **Address Council appropriately:** Use “Mayor” when speaking directly to the Mayor. When addressing an individual Council member, use “Councillor” followed by their last name.
- **Introduce yourself:** Clearly state your name for the record and identify any relevant professional or organizational affiliation (e.g., “My name is [name], representing [organization]”).
- **State the purpose of your presentation:** Briefly explain the reason for addressing Council (e.g., “I would like to…”).
- **Stay on topic and within the allotted time:** Ensure your comments relate directly to the agenda item under consideration and respect the time allocated for your presentation. We would recommend limiting your presentation to approx. 10 minutes to allow time for Council’s questions/discussion.
- **Conclude your remarks:** Clearly indicate when you have finished speaking. For example, “This concludes my comments. Thank you.”

4. QUESTIONS FROM COUNCIL

Following your presentation, the Mayor will invite members of Council to ask questions.

All comments must be directed “through the Chair”, typically the Mayor, rather than to members of the public in the gallery or to staff. For example: “Through the Chair, thank you for your question…”

Please respond to the questions as asked, keeping your answers clear, relevant and concise. The question period is intended to provide clarification and additional information, rather than an opportunity for debate.

Once there are no further questions, the Mayor will thank you for your presentation, at which point you may leave the meeting.

5. HELPFUL SUGGESTIONS

To help ensure your presentation goes smoothly, please keep the following suggestions in mind:

- **Arrive early:** Please arrive at least 15 minutes before the scheduled start of the meeting.
- **Turn off devices:** Ensure your cell phone and other electronic devices are silenced.
- **Be prepared:** Organize your thoughts in advance and speak clearly and confidently.
- **Wait to be acknowledged:** Please wait until the Mayor recognizes you before beginning your presentation or responding to questions.
- **Keep it concise:** Keep your presentation brief, focused and relevant to the agenda item.
- **Speak at a comfortable pace:** Remember to speak slowly and clearly so that Council, staff and members of the public can follow your presentation.
- **Provide supporting notes (if needed):** If you have additional notes or information that were not included in your original written submission, please provide them to the Corporate Officer at the meeting.
- **Submit presentation materials in advance:** Presentations must be submitted in Adobe PDF or PowerPoint format no later than 12:00pm (noon) on the Thursday before the meeting at which you are scheduled to present. Please note that videos and links to videos are not permitted as part of your presentation.

6. RESOURCES

- Council & Committee of the Whole Meeting Schedule

- Procedure Bylaw No. 677, 2007

- **Corporate Administration Department**
  250-479-6800
  info@viewroyal.ca