

GUIDE FOR DELEGATIONS

Who can be a delegate?

Any individual who wishes to appear before a Committee or Council meeting may request to do so by notifying the County Clerk's office in writing. As agendas are usually created one week before the meeting it is best to submit your request early.

Written notice from a delegation must include the following information:

- Complete name of the presenter(s) and contact information (ie. address, e-mail, telephone/fax number);
- Topic of and reasons for the delegation including the specific nature of their presentation;
- And if applicable, the name, address and telephone number of any person, corporations or organizations which he or she represents.

Please direct your written notice to:

Glen R. Knox, County Clerk,

County of Simcoe Administration Centre,

1110 Highway 26,

Midhurst, ON L0L 1X0

or by e-mail at glen.knox@simcoe.ca or by fax at (705) 725-1285.

Once the above information is received in the County Clerk's office, you will be contacted by the Clerk's staff to confirm your placement on an agenda. Although the County endeavours to accommodate such requests, it may not always be possible. Should this happen, the Clerk's staff will contact the requester to provide an explanation.

Please refer to the Meeting Calendar for the year to view a list of all regular Committee and Council meeting dates.

PRESENTATIONS

Time Limits:

- Delegations to Committee and Council are limited to 10 minutes (County of Simcoe Procedure By-law No. 5236, as amended)

Requirements:

Delegations are:

- Requested to appear before Committee (Human Services, Corporate Services or Performance Management) rather than Council. However, statutory requirements may require that a presentation be made directly to Council. Any requests to appear before Committee must be with the Chair's permission and to appear before Council must be with the Warden's permission.

- Requested to provide one copy (electronic or hard copy) of all background material/presentations to the County Clerk eight days prior to the meeting date. This information will be included in the electronic agenda.

If this is not possible, delegations with hand-out materials are required to bring sufficient copies for all members of Council/Committee and senior staff. Delegations with electronic presentations received following agenda distribution will be asked to supply the Clerk's office with an electronic copy on the day of the meeting.

- Reminded that Committee and Council meetings are public meetings. As such, presentations and presentation material before Committee and Council will be considered public information.

Council Chamber's Technology – What's Available?

The Council Chamber's technology includes:

- LCD projection;
- Laptop;
- Microphones, and
- Visual aids (flip charts; easels; overhead projector)

A delegate may bring his or her own laptop for their use during their presentation.

What Happens on Committee/Council Meeting Days?

- On the Committee or Council meeting day, persons appearing as a delegation are requested to go to the Customer Service reception desk to confirm their attendance at the meeting. Delegates will then be directed to the public gallery of the Council Chambers in the County of Simcoe Administration Centre.

- When called upon, persons appearing before Committee or Council will be asked to approach the podium located at the front of the Council Chambers.

- After a delegation has completed its presentation, Members of Committee or Council will have the opportunity to ask questions of the delegation for clarification purposes only, without debate.

If you require further assistance or need more information, please contact the County Clerk's Office at 705-726-9300 Ext. 1246 or send an e-mail to glen.knox@simcoe.ca