

## DELEGATIONS (PRESENTING TO COUNCIL)

### What is a Delegation?

A Delegation is the term used to define the process whereby an individual appears before City Council either to submit a new request for action or to bring Council up to date on a project, idea, concept or concern. A Delegation may appear in person or virtually via Zoom or Conference Call.

### How to Appear as a Delegation before Council

The City of Dawson Creek requires that:

- In compliance with the Council Procedure Bylaw (link to the bylaw), all Delegation requests must be approved by the Corporate Officer prior to being scheduled. Delegation requests cannot be guaranteed; the Corporate Officer is authorized by bylaw to refuse a Delegation if the issue is not considered to fall within the jurisdiction of Council.
- Delegations are to be no more than two individuals. Requests for larger Delegations must be approved in advance.
- Please make note of your preferred delivery method on your request – In Person / ZOOM / Conference Call.
- Delegation requests **must** be submitted in written form to the Corporate Officer using the form provided below. All requests **must** be received before the agenda deadline which is noon on the Monday of the week prior to the Council meeting. When a Council meeting falls on a Tuesday, the Delegation request must be submitted before noon on the Friday of the week prior to the Council meeting. To check the 2023 Council meeting schedule, click [HERE](#).
- You will receive an email from Administration staff confirming the outcome of your Delegation request and to coordinate arrangements.
- A maximum of 10 (ten) minutes is allowed per Delegation and Q&A with Council may follow for up to ten minutes. Please note that Delegations may not speak for longer than ten minutes without the express approval of Council.

### How to Speak before Council

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

- Speak clearly.
- Keep the presentation brief and stick to the main points.
- **Clearly include what you are asking of Council.**
- Do not go over the allotted ten minutes. Council Q&A follows after the presentation is over.
- Wherever possible, provide supporting materials for Council's review before the meeting so Council is informed through their agenda in advance.

The following protocol is to be followed when addressing Council:

- The Mayor is addressed at “Your Worship” or “Mayor [name]”.
- Council members are addressed as “Councillor [name]”.
- Staff are addressed by their title or their name.

## Important Information

- Delegations must not be for the purposes of personal, professional or pecuniary benefit.
- Delegations are not permitted to address Council on any bylaw for which a public hearing has been scheduled or held, or any matters related to a legal action involving the City.
- Delegations are encouraged to submit supporting materials for the Council meeting agenda to allow Council to review the information and be prepared to ask any questions.
- If your Delegation plans to submit a PowerPoint presentation or other materials as handouts, a copy of these documents must be provided to Corporate Administration via email to [agenda@dawsoncreek.ca](mailto:agenda@dawsoncreek.ca) no later than the above agenda deadline.
- Presentation materials that were not provided for Council in advance of the meeting will not be shown or circulated at the meeting.
- Be aware that Council meetings are public and are live streamed and recorded for viewing by the public via the City’s website. By attending an open Council meeting or appearing as a Delegation, you are consenting to the disclosure of any personal information that you provide.
- If you would like further information or assistance, please contact the Administration Department at (250) 784.3636.

## Virtual Delegations (via Zoom or Telephone)

- Delegations may also be allowed via ZOOM or via Conference Call however all the information provided for in person Delegations applies.
- As with in-person Delegations, Council meetings are public and are live streamed and recorded for viewing by the public via the City’s website. By attending an open Council meeting or appearing as a Delegation, you are consenting to the disclosure of any personal information that you provide.
- Remember to stipulate your preferred delivery method on the request form if you wish to attend via ZOOM or via Conference Call.

## Authority

Personal information is collected and disclosed under the authority of the *Freedom of Information and Protection of Privacy Act*. For information or questions in this regard, contact the City’s Corporate Officer and FOI Head.

## Questions?

If you have any questions about Delegations, please contact the Administration Department by Email: [agenda@dawsoncreek.ca](mailto:agenda@dawsoncreek.ca) OR Phone: (250) 784-3619.