

## Addressing Council - Delegation Guidelines

- Council members meet as Committee of the Whole to enable the members of Council to give detailed consideration to matters with more freedom than that which is allowed in a formal Council meeting.
- These meetings are open to the public, therefore any information you provide is considered public information. Please note the media will be in attendance.
- A maximum of four (4) delegations are received, on a first come, first serve basis, at any regular Committee of the Whole meeting. Meetings are held on Tuesday evenings in the Council Chambers located on the second floor of the Town Hall (wheelchair accessible). The meeting schedule is available on the Town's website at [www.perth.ca](http://www.perth.ca).
- Individuals wishing to appear before the members of Council must submit their request in writing, no later than 12:00 (NOON), three (3) days preceding the meeting (not including weekends or holidays). The following must be included:
  - Subject matter.
  - Name, address, and telephone number of the contact person and spokesperson for the delegation. Comments from members of the delegation, other than the spokesperson, are not permitted unless authorized by the Chair.
- **Note: Delegation – Limit of One Appearance – Exception – New Information:** Delegations shall be limited to one appearance, unless providing additional information (as stated in the Town of Perth's Procedure By-law).
- Delegations are limited to a maximum of 10 minutes.
- Personal laptops are not required or permitted.
- PowerPoint presentations (limit of 10-12 slides) and of any handouts (11 copies required) must be received by the Town Clerk **no later than 4:00 PM, the Friday before the meeting date** on a USB key, CD or by email to: [lwalton@perth.ca](mailto:lwalton@perth.ca)
- Please note, presentations made at meetings and copies of handouts may be placed on the website for public information.
- Agendas are posted to the website forty-eight (48) hours in advance of the meeting.
- Delegations are usually scheduled at the beginning of all meetings. Committee of the Whole meetings begin at 5:30 PM. Please arrive fifteen (15) minutes before the meeting starts to introduce yourself to the Town Clerk.

- The Chair will request the spokesperson to come forward and seat themselves in front of members of Council. It is necessary to speak clearly and directly into the microphone. You will be required to state your name prior to proceeding with your presentation.
- Ensure your request(s) is stated concisely.
- Please note, members of Council will generally not respond to your request(s) at the meeting. They will receive your presentation and may request additional information from you or Town staff.
- After completing your presentation, you are free to leave the meeting.

To schedule a delegation or for more information, contact:

Lauren Walton, Town Clerk  
80 Gore Street E  
Perth, ON K7H 1H9  
( 613 ) 267-3311 ext. 2239  
( 613 ) 267-5635  
[lwalton@perth.ca](mailto:lwalton@perth.ca)