

# Community Delegations

Your Guide to Appearing before Council, Committees and Advisory Panels



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## What Is A Community Delegation?

A Community Delegation means a citizen or citizens' group who wishes to make a presentation on matters of municipal business.

Community Delegations are usually heard by a Committee or Advisory Panel. Requests for new funding will be referred to the Finance Committee's Public Input Meeting. Delegations that are invited by the Mayor and Council or who are speaking to an item on the agenda may address Council.



*We've put together this simple guide to help you prepare your presentation. Providing the right material can help Council to make informed decisions.*

## Making A Request

Submit your preferred meeting date, in writing, to the City Clerk at least two weeks in advance. Council and Committee agendas are often set weeks in advance, and having your request in writing will help us to accommodate your schedule to the best of our ability.

Your request should include a description of your presentation and the action that you are seeking. Be sure to include a contact name, number, and address as well as the names of the individuals who will be making the presentation. *Only three people are allowed at the podium at the same time.*

The Clerk will advise you if the request is being added to an agenda, and will work with you to find a convenient agenda date when you are available to make your presentation.

Mail your request to Clerk's Services, Tom Davies Square, 200 Brady Street, Box 5000, Station A, Sudbury, ON P3A 5P3. Telephone: 674-4455, ext. 4206. email: [angie.hache@greatersudbury.ca](mailto:angie.hache@greatersudbury.ca).

## Before The Meeting

**Prepare your presentation!** *You have between 5 and 10 minutes to speak depending on the type of meeting.* As a general rule, one slide is approximately one minute of speaking time.

**Provide any background materials** to the City Clerk at least one week before the meeting so that we can arrange for duplication and distribution.

**Provide any visual aids, such as PowerPoint presentations,** to the City Clerk at least one day before the meeting. We'll do all the set-up – all you have to do is speak!

**TIP: If you didn't provide your background material to the City Clerk one week before the meeting, bring at least 25 copies to distribute on the day of the meeting.**

## At The Meeting

Wait until the Chair announces your presentation before going to the podium.

**Remember to introduce yourself,** as well as anyone accompanying you up to the podium (up to three people). State the reason for your presentation.

**The Chair of the meeting is responsible for conducting the meeting** and ensuring proper meeting decorum. Always follow directions and instructions from the Chair.

**Address your presentation and answers to any questions to the chairperson.** The proper protocol is to say, "Through you, Mr./Madam Chair" or, if the Mayor is chairing the meeting, "Through you, Your Worship."

**Make eye contact with your audience** and try not to read directly from your slides or speaking notes. For effective speaking and presentation techniques, go to: [www.speaking-tips.com](http://www.speaking-tips.com)

**Once you have finished speaking, remain at the podium until you have been thanked by the Chair.** The Chair may ask you to answer questions. Please wait for direction from the Chair before responding to comments or questions from the members.

**TIP: Council meetings are held in English, but delegations may address Council in either English or French.**

**TIP: Council and many Committee meetings are filmed and aired live. Don't be intimidated by the cameras – they're there so that the information you are providing is shared in real-time with other citizens.**

