

# How to Delegate at a Municipal Council Meeting in Ontario

Attending and delegating (presenting your views) at a town council meeting can be an effective way to share your opinions or concerns with local government leaders.

Here's a simple step-by-step guide to help you through the process:

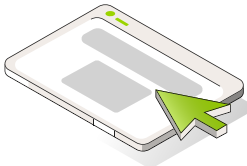
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## Understand the Purpose of Delegation

A "delegation" is when a person or group presents their views or requests to the council on a specific issue. It could be about local laws, upcoming decisions, or any topic that affects your community.

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## Check the Meeting Schedule

Visit your town's website or contact the municipal clerk's office to find the date, time, and location of upcoming council meetings. Meetings are usually scheduled regularly (e.g., monthly or bi-weekly). You'll want to delegate at a meeting where your topic is on the agenda.

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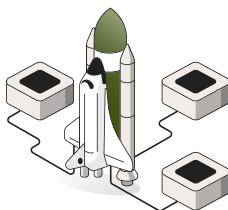
## Register to Delegate

You need to register before the meeting to be added to the agenda. Here's how:

- Contact the municipal clerk's office (phone number or email is usually available on the town's website).
- You may need to fill out a form or provide the following information:
  - Your name and contact information.
  - The topic or issue you wish to address.
  - A summary of your presentation or main points.

Note: Registration deadlines vary, so check in advance. It's usually 3 to 5 days before the meeting.

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## Prepare Your Presentation

Once you've registered, it's time to prepare:

- **Keep it clear and to the point:** You usually have 5 to 10 minutes to speak.
- **Plan your key points:** Focus on the issue and what you want the council to do.
- **Use facts:** Support your argument with data or personal experiences.
- **Practice:** Rehearse your speech, so you're confident and can stay within the time limit.

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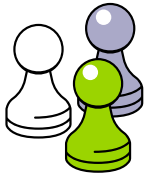


## Attend the Meeting

On the day of the meeting:

- Arrive early (at least 10-15 minutes before the meeting starts).
- Sign in if required and wait for your name to be called.
- When it's your turn, go to the podium and speak clearly.

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## Present Your Delegation

When speaking to the council:

- **Introduce yourself:** Start by stating your name and address (or organization, if applicable).
- **Stick to your points:** Stay on topic and within the time limit.
- **Be respectful:** Address the council politely, even if you disagree with their decisions.

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## Answer Questions

After your presentation, council members may ask you questions for clarification.

Answer to the best of your ability, but if you don't know something, it's okay to say, "I don't have that information right now."

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## Follow Up

After the meeting, you can follow up with the clerk's office or attend future meetings to see how the council addresses your issue. You might also receive updates from the council about their decisions.

### Helpful Tips:

**Be concise:** Avoid going off-topic.

**Stay calm:** It's natural to feel nervous, but remember, the council is there to listen.

**Bring a written copy:** Some councils may ask for a written version of your presentation.



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