

Haldimand County Council recognizes the importance of civic engagement and actively encourages participation in its decision making process. Members of the public are welcome to attend Council in Committee meetings and voice their comments or concerns on particular matters (as per Procedural By-law 1880-17). Refer to the tips below or contact the Municipal Clerk for clarification on any delegation-related matter.

**Q. I want to speak to Council publicly about an issue that concerns me. What do I need to do in order to arrange that?**

A. Anyone who wishes to appear before Council as a delegate may submit a request in writing to the Clerk (e-mail is acceptable), providing a brief outline of the subject matter, by noon, 6 days prior to the desired Council in Committee meeting date.

**Q. I want to use photos and put together a PowerPoint presentation to support my delegation. Can I bring in a laptop or my flash drive?**

A. There's no need to bring in a laptop, as there is one available in the Council Chambers. Any digital presentation material must be sent to the Clerk ahead of time, by noon on the day prior to the meeting. It will be loaded onto the laptop for use during the delegation.

**Q. How long can my presentation be?**

A. Delegates are permitted 10 minutes to make their presentations to Council. If there are a number of residents speaking to the same topic, it may be helpful to have one spokesperson speak for the larger group. Or, if numerous individuals are speaking to one topic, speakers can indicate that they agree with previous delegation comments while presenting new or different comments.

**Q. How can I make sure that Council gets a copy of my speaking notes?**

A. Just like the digital presentation material, please provide any written material to the Clerk by noon on the day prior to the meeting, and copies will be distributed to Council.

**Q. What if I'm told that the topic that I'd like to speak to is operational, and it won't be listed on an agenda?**

A. Council hears delegations on matters that require a decision or support from them. If the topic is one that concerns an operational or administrative matter, it will be directed to staff for resolution.

**Q. I've met with staff about an operational issue, and still want to speak to Council about the issue. How do I move forward?**

A. There are a few options in this case. You may:

- 1) Contact your local Councillor or the Mayor and discuss your concern. A member of Council can present a motion to have a delegation heard at a future Council in Committee meeting. If that motion is supported by the majority of Council, the delegation can present their issue.
- 2) Write a letter outlining your request to appear as a delegation and send it to the Clerk for inclusion in the next Council Information Package. At the next Council meeting, any member of Council can request that the delegation be included on an upcoming Council in Committee meeting agenda.

**Q. I'd like to bring an item to Council's attention, but don't want to speak in public. How do I ensure my comments are heard?**

A. Any matter can be outlined in a letter, submitted to the Clerk and included in the Council Information Package which is published along with each Council agenda. A member of Council can request that the matter be listed on a subsequent Council in Committee agenda for Council's consideration.

**Q. I'm reading the upcoming Council in Committee agenda online, and I'd like to speak to Council regarding one of the reports they will be making a decision on.**

A. Members of the public may send a request in writing to appear as a delegation, to the Clerk with a brief outline of the subject matter, by noon on the day prior to the Council in Committee meeting.

**Q. I just heard about a decision that was made by Council a couple of months ago. Can I attend a Council meeting and speak to them about it?**

A. Once Council has made a decision, there is a limited timeframe and manner in which the decision can be reconsidered. Within 1 year of a decision being made, a member of the public can submit a request for reconsideration to the Clerk in writing, for inclusion in the next Council Information Package.

**Still have questions? Contact the Municipal Clerk:**

45 Munsee St. N, Cayuga, ON N0A1E0

905-318-5932 ext. 6349

[clerk@haldimandcounty.on.ca](mailto:clerk@haldimandcounty.on.ca)