

**PUBLIC DELEGATE POLICY  
AT REGULAR MAYORS' COUNCIL MEETINGS**

**Approved:** February 27, 2020

1. Every regularly scheduled Mayors' Council meeting will include a Public Delegates agenda item, with sufficient time allocated to hear from no more than ten (10) public delegates.
2. Where circumstances warrant, the Mayors' Council Chair may extend the length of time and/or the number of permitted presenters allotted to the Public Delegates agenda item at regular meetings.
3. The Mayors' Council will receive public delegations only on those matters that are within the authority of the Mayors' Council to decide.
4. Each delegation will be given a maximum of three (3) minutes to address the Mayors' Council. Questions to or discussion with Council are generally not permitted.
5. The application process for prospective public delegates is as follows:
  - a. Any person or organization wishing to appear before the Mayors' Council must submit an application to the Executive Director no later than 8:00 a.m., two (2) business days prior to the scheduled meeting.
  - b. The application must indicate the agenda item or issue the applicant wishes to address, the name of the designated speaker and the specific action that is being requested of the Mayors' Council. Only applications from public delegates wishing to speak to matters that are within the authority of the Mayors' Council to decide are deemed to be qualified applicants.
  - c. The Executive Director will, no later than noon two (2) business days prior to the scheduled meeting, advise the applicant whether he/she is scheduled to appear before the Mayors' Council.
  - d. The Mayors' Council will receive one representative from an organization at each meeting. If an organization wishes to appear as a delegation, one person should be selected as a designated speaker for the organization. If more than one individual from an organization submits an application, the individual who registered first with the Executive Director will be deemed to be the designated speaker for the organization. Additional representatives from the organizations will be received, time permitting within the time allotted to receiving public input, in accordance with Item 7(c) of the Public Delegates Policy.

6. Applications to appear as delegations will be prioritized in accordance with the following process:
  - a. Those individuals or organizations (in accordance with Item 5(d) of the Public Delegates Policy) speaking on an agenda item to be considered at the meeting will be received first. Priority will be given to those individuals or organizations that have not previously addressed the Mayors' Council on the agenda item of interest.
  - b. Those individuals or organizations (in accordance with Item 5(d) of the Public Delegates Policy) speaking on issues not included on the agenda for the meeting and on a matter that is within the authority of the Mayors' Council will be received next. Priority will be given to those individuals or organizations that have not previously addressed the Mayors' Council on the issue of interest.
  - c. Representatives, other than the designated speaker of an organization that has already been heard at the meeting, will be received next in the order in which they register with the Executive Director, if time permits within the time allotted by the Mayors' Council to receive delegations, and up to a maximum of four (4) in total from each organization.
7. Where the number of applicants exceeds the time allotted to receiving public input, the applicants that are not accepted will be invited to submit written input to the Mayors' Council.
8. Public Delegates scheduled to appear before the Mayors' Council may use a presentation or written submission to supplement their oral presentation. Presentations will be provided to the Mayors' Council in hardcopy only and will not be electronically shared or projected on screen.
9. Presentations and submissions as per Item 7 and 8 can be provided either by the Public Delegate (25 copies should be supplied) or by the Mayors' Council Secretariat upon request. In cases when the Secretariat is asked to provide copies on behalf of the Public Delegate, the following conditions apply:
  - a. The document must be received by the Secretariat no later than noon one (1) business day prior to the scheduled meeting.
  - b. The document to be copied cannot exceed 10 letter-sized pages.
  - c. Copies produced by the Secretariat will be double-sided and corner-stapled.
  - d. The Secretariat will produce copies of the document only for members and staff of the Mayors' Council; additional copies are the responsibility of the Public Delegate.