MEETING PRESENTATIONS VERSUS DELEGATIONS

	Presentations	**Delegations Pertaining to Agenda**	**Delegations Not Pertaining to Agenda**
Definition	Person(s) or organization(s) **invited by Council or Staff** to make a presentation to a Council Body on a specific topic.	A person, group, or organization which **requests to speak at a Council or Committee meeting** on a specific **agenda item.**	A person, group, or organization which **requests to speak at a Council or Committee meeting** on a **non-agenda item**.
Who Can Extend the Invite	Council or Staff only.	No invite is needed. Delegations submit a request form available on the Appearing as a Delegation webpage or in print at the Legislative Services Office.	No invite is needed. Delegations submit a request form available on the Appearing as a Delegation webpage or in print at the Legislative Services Office.
Scheduled By	Staff in relevant department(s).	Legislative Services Office.	Legislative Services Office in consultation with relevant department(s).
Appear Before	Council. Presentations may be referred to a Committee by Council, or invited to a Committee by Staff as appropriate.	At the applicable Council or Committee meeting depending on the meeting agenda.	Council or a Committee as determined by the Corporate Officer in accordance with the *Council Procedure Bylaw*.
Speaking Limit	10 minutes.	Five (5) minutes.	Five (5) minutes.
Submission Deadlines	Details and materials are due by the agenda submission deadlines in accordance with the *Council Procedure Bylaw*.	Request form, and presentations and handout materials, if applicable, are due by 11 a.m. on the Friday prior to a Monday meeting. For a Committee that meets on another day, submissions are due 11 a.m. the day prior to the meeting.	Request form is due by 9 a.m. on the Monday the week prior to a Monday meeting. For a Committee that meets on another day, the request form is due seven (7) calendar days prior to the meeting day. Presentations and handout materials are due by 11 a.m. one (1) business day prior to the scheduled meeting day.

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