

So you want to delegate to council?

Congrats! You are putting democracy into action.
Here are some details about the process.

DELEGATING TO COUNCIL

1) WHO?

The first thing you need to figure out is which council you want to speak to. Locally, that may be a city or township council, or the Region of Waterloo.

2) WHEN?

Councils share their agendas on each municipality's website, usually about a week prior to the meeting. It is easiest to speak as a delegation to an item already in a meeting's agenda.

3) COUNCILLORS

If the issue you want to address is not on an agenda, connect with your local councillor who can then help you navigate next steps, and potentially add your item to an upcoming agenda.

4) REGISTER

City staff need to know that you plan to address council so you must register to do so. You can usually do this online or by calling the city. Most municipalities state that you must register by a certain point to ensure you are added to the agenda. Your councillor can also help you with this process.

5) PREPARE

You know what you think about the issue, but it's helpful to plan what you want to say to council. It's common to feel nervous speaking in front of others and having some prepared notes will help ensure that you state your main points, within the time allotted.

6) TIMING

Delegations are allotted a specific amount of time to speak. How long that is varies between municipalities but is usually between 5-10 minutes, sometimes less if you register late.

7) PRACTICE

Once you have written some notes, read through them aloud a couple of times. This will help you with your timing (council may cut you off if you go over time) and it will also help you feel comfortable with what you're saying.

8) SPEAKING

The chair will welcome you when it is your time to speak and may remind you of your time allotment. This is your moment to shine! While some people choose to speak 'off-script', many read straight from their notes which can help ensure you touch on all of your points and stick to the time allotted.

9) QUESTIONS

Once you are done speaking, councillors are able to ask you questions. Don't worry, councillors aren't trying to trip you up - the questions are usually meant to help them better understand your position or highlight something that stood out to them that you said. Often, no questions are asked though.

10) FOLLOW UP

Depending which issue you are speaking to, council may: vote on a motion immediately; defer discussion to a future date; or it may simply be taken as information for council to consider with no further action required.

Congratulations! You did it! Speaking to council is one important way to let our elected officials know about the issues that are important to us. Thank you for taking the time to do so.

Delegating to council is only one way to take action.
You can also attend any or all of the following meeting and help us to...

FILL THE ROOM

WATERLOO

May 31st
2pm
Council

WOOLWICH

June 1st
7pm
Committee of the Whole

CAMBRIDGE

June 8th
5pm
Special Council

WELLESLEY

June 8th
6:45pm
Committee of the Whole

KITCHENER

June 14th
12pm
Committee

NORTH DUMFRIES

June 14th
6pm
Committee of the Whole

WILMOT

June 14th
7pm
Council

REGION OF WATERLOO

June 22nd
9am-3pm
Committee of the Whole

Please click the links to register to attend.
There are also many other links included
on the registration page, including a
petition, a communications tool kit, and an
opportunity to attend a pre-delegation
meeting for those interested.

While we hope to have representation at all
of these meetings, it is essential that we 'fill
the room' for the Region of Waterloo council
meeting on June 22nd!

Thank you for your advocacy and support. You are helping us create a more sustainable Waterloo Region!