

## Council Delegation Procedure

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Delegation and deputation procedures are set out in the Town of Hanover Procedure By-law 3338-25 as follows;

1. Delegations will be limited to two per Meeting, unless invited to address a specific matter or upon discretion of the Clerk.
2. A person desiring to present information on any matter or make a request of the Council shall give notice to the Clerk's Office by 12:00 pm on the Monday prior to the Council Meeting and indicate the purpose of the delegation. The delegate shall provide a general outline of the subject matter of the presentation in writing and if applicable any supporting or presentation documentation. The Clerk shall have the discretion of adding a delegation to an agenda or not.
3. Delegations shall be limited in speaking to not more than ten (10) minutes. Delegations of five (5) or more persons shall be limited to two (2) speakers, each limited to speaking not more than ten (10) minutes. Persons requesting to appear before the Council shall be advised of the time limitation in advance of their presentation
4. Notwithstanding the provisions of Section 14.1, the Clerk may, at their sole discretion, entertain deputations or delegations with less notice as the circumstance may warrant.