

Information brought to you, directly from the Town of Arnprior Clerk's Department ...

How to be a Delegation at a Council Meeting

Before appearing before Council residents are advised to contact staff. Often ratepayers' questions or concerns can be resolved by Town staff. If staff cannot answer your questions or resolve the situation or if it is a matter which requires the approval of Council, you may wish to appear before council as a delegation.

All Council meetings are open to the public for viewing. Ratepayers have an opportunity to address Town Council at meetings by scheduling to appear before Council as a delegation with the Town Clerk.

If you wish to be a delegation at a Council meeting, you are required to submit a written request which states concisely the purpose of the delegation and the action being requested. This request shall be submitted to the Clerk no later than 4:00 pm on the Wednesday prior to the regular Council meeting. The Clerk will acknowledge receipt of such request and will confirm the date and time of your delegation's appearance before Council.

When you appear as a delegation before Council, it is not necessary for you to read your submission to Council. Your correspondence will have been included in the agenda package which is distributed prior to the Council meeting. The Mayor will invite you to the delegation table at which time you will state why you are attending, the reasons for your request and what action you are requesting.

After Council has received your delegation, Council will then direct questions that they may have to you. Council may then bring forward and pass a resolution responding to your delegation.

If you have any questions concerning the delegation process, please do not hesitate to contact Jacqui Farrow-Lawrence, Town Clerk, Town of Arnprior (613) 623-4231 ext. 233.