

Delegation Protocol



TOWN OF OLIVER

**Deputy Corporate
Officer**

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You may wish to approach Town Council at a Council meeting to present your position regarding an issue Council is discussing, or to introduce a topic that you feel Council should consider or support. This page is designed to help individuals learn how to become a delegation at a Council meeting.

How to become a delegation

Any persons or groups wishing to make a presentation before Council are asked to submit a written request to the Deputy Corporate Officer. This request should clearly outline the topic on the presentation and any requests you may have of Council. Please keep in mind that all written requests must be **received by noon on the Wednesday before the Council meeting**. This time restriction exists to permit the Deputy Corporate Officer enough time to prepare the upcoming Council Agenda.

What to expect as a delegation

Each delegation may speak for a maximum of 10 minutes, unless Council, by resolution, extends the time allotted. After the presentation is made, time will be given for the Council members to ask questions of the presenters. For more information on how to approach Council, please consult the Council Procedure Bylaw 1364. A copy of this bylaw may be viewed at the Town Office located at 6150 Main Street, between the hours of 8:30 AM and 4:30 PM, Monday to Friday.