



**Corporation of the Town of Lakeshore  
Rules for Delegations & Public Presentation**

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**Public Presentations:**

- Please include your address and telephone number so that we may contact you with respect to date and time of the scheduled delegation to Council and to obtain further information.
- Must submit written request to the Clerk 10 days prior to the Council meeting providing details of presentation.
- Clerk may refer matter to administration.
- Subject matter must be within Council's jurisdiction.
- Only one Public Presentation may appear before Council with respect to a previously made Council decision.
- A maximum of 10 minutes shall be allotted for each public presentation.
- Group presentations will be limited to 2 speakers and a maximum of 15 minutes.
- Public presentations cannot be added by a 2/3 vote of Council (Procedural B-law does not permit).

**Delegations:**

- Individuals may address Council "**on matters listed on the agenda**" (this does not include the minutes)
- Individuals shall advise the Clerk of their intention to appear before Council on the Monday preceding the Council meeting.
- A written brief is encouraged and, if submitted to the Clerk by 4:30 p.m. on the Monday preceding the Council meeting, shall be copied and distributed as delegation submissions to Council members.
- Any person who has not made application to the Clerk on the Monday may be heard on a 2/3 vote of Council. The presentation must be on an item listed on the agenda.

Please submit written request and reasons in writing to:  
Town of Lakeshore, **Attention: Clerk's Department**  
419 Notre Dame Street  
Belle River, ON  
N0R 1A0  
Fax: (519) 728-9530