



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

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(Excerpts from the Procedural By-Law)

**Delegations:**

- A written request must be submitted to the Clerk, a minimum of 10 days prior to the Council meeting providing details of the presentation.
- The Clerk will refer the request to administration and a scheduled date will be provided to the requester.
- The subject matter must be within Council's jurisdiction
- Only one delegation may appear before Council with respect to a previously made Council decision.
- Delegates are limited to a maximum of 10 minutes
- Group presentations will be limited to 2 speakers and a maximum of 15 minutes
- Delegations cannot be added to the meeting agenda by a 2/3 vote of council (Procedural By-law does not permit)

**Public Presentations:**

- 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
- 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 related to an item listed on the Agenda

Please submit written request and reasons in writing to:

Town of Lakeshore

**Attention: Mary Masse, Clerk**

419 Notre Dame Street

Belle River, ON

NOR 1A0

Fax: (519) 728-9530

Email: [mmasse@lakeshore.ca](mailto:mmasse@lakeshore.ca)

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.