QUICK GUIDE

Speak at a meeting

A delegation (or deputation) is a few minutes to speak directly to the people who vote. Anyone can do it.

Who to contact

- **City council / committees:** the City Clerk
- **Regional council:** the Regional Clerk
- **Police board:** the board office
- **School board:** governance / trustee services
- On their website, search “delegation” or “request to speak” — or just email the clerk.

When

- Agendas are often posted only **about a week before**. You can usually register earlier: give the topic and meeting date.
- Typical deadline: noon the business day before (city) to 5+ business days (police and school boards). Check yours.

Step by step

1. **Find the meeting** and the agenda item.
2. **Register** before the deadline: name, contact, meeting, item or topic, in person or online.
3. **Write your text** — about 5 minutes (500–600 words). Send a copy to the clerk.
4. **Attend** in person (best) or online (fine if travel or schedule is hard — Peel and others allow it).
5. **Speak**, then answer short questions.
6. **Follow up**: watch the vote — meetings are streamed live and recorded.

A simple outline

> Chair and members, my name is ___ and I live in ___.
> I am here about item ___.
> 1. What is happening (one or two facts).
> 2. Why it matters to people here (a real example).
> 3. What I ask: please ___.
> Thank you — my comments are also in writing.

Tips

- One clear request. Stay respectful and factual.
- Bring others: several speakers on the same item count.
- Prefer to write? A letter counts too.

More details, samples and your city

Scan the code or visit:

oneglobalvoice.org/civic.php?topic=speak