



What is a delegation?

A delegation is a person or group who would like to speak at a Regional Committee or Council meeting to share their opinions with Regional Councillors before a decision is made.

- To register as a delegation for any Regional Standing Committee or Council meeting, please visit forms.regionofwaterloo.ca/Council-and-Administrative-Services/CAS/Delegation-Registration. To inquire about meeting dates and times, or for any other assistance or guidance, please call 519-575-4400 or contact the office of the Regional Clerk by e-mail at RegionalClerk@regionofwaterloo.ca.
- Read our complete delegation guide, **Speaking to Regional Council: What You Should Know as a Delegation at Council and Committee Meetings**, on the Region's website at: regionofwaterloo.ca/en/resources/Regional-Council/Communicate-with-Council/Guide-for-Delegations-October-2023.pdf.
- You can also get a copy of our guide, more information on Committee and Council meetings, or register as a delegation in person by visiting the Regional Clerk's office at:



Region of Waterloo

Regional Municipality of Waterloo

150 Frederick Street, 2nd Floor

Council and Administrative Services Division

Kitchener, ON N2G 4J3



Tips for Effective Presentations

1. **Identify what you want from Council** right from the start and stay on topic.
2. **Speak clearly.** Make sure you speak clearly into the microphone.
3. **Stick to your time limit** and use your time well. It's always okay to stop speaking before your time is up if you've made your point.
4. **Keep it simple; use facts not generalities.**
5. **Don't just read from slides.** Keep your audience engaged in what you are saying.
6. **Don't skip around.** This makes it seem like you are unorganized.
7. **Repeat your main point** at the end of your presentation.
8. **Submit materials at least 24 hours before the meeting** if you want them displayed during the meeting.
9. **Test your technology** before the meeting if you will be presenting electronically.
10. **Practice before you present** to be sure that it will fit into the time you are allowed.