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.


- 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:

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.