

**THE CORPORATION OF THE  
TOWN OF NIAGARA-ON-THE-LAKE**  
OFFICE OF THE TOWN CLERK

**Notice of Motion**

INTRODUCTION DATE: May 27, 2025

SUBJECT: Motion re: Delegations

REQUESTED BY: Councillor Burroughs

SECONDED BY: Councillor O'Connor

**WHEREAS** Council welcomes public input and values the opportunity of reviewing delegation materials to ensure more meaningful engagement with delegations; and

**WHEREAS** Policy P-CAO-25-01 in respect of delegations stipulates that "A written copy of the presentation and/or summary of remarks and all related documentation must be submitted to the Town Clerk no later than 12:00 pm on the Monday prior to the meeting"; and

**WHEREAS** Policy P-CAO-25-01 does not apply to participation in public meetings held in accordance with the *Planning Act*;

**THEREFORE BE IT RESOLVED** that staff be instructed to update the Town's online delegation request form to require a more detailed summary of remarks for delegations requesting to speak to Council or Committee unless the delegation is registering exclusively for the purpose of addressing questions from Council/Committee; and

**BE IT FURTHER RESOLVED** that the current submission deadline of 12:00 p.m. on the Monday prior to the meeting remain in effect for any materials delegates wish to include to support their delegations.