

Speak at a Council or Committee Meeting



Your municipal government wants to hear from you.

Speaking at a Council or Committee meeting is easier than you may think. If you wish to speak at a Council meeting, please email Nicole Barrett, Administrative Assistant to the City Clerk at nbarrett@cityofkingston.ca.

If you wish to speak at a Committee meeting, you must register to speak at a meeting by contacting the Committee Clerk. A full list of Committees can be found at the [Committees page](#).

Listed below are the answers to frequently asked questions. If you have any other questions or need further details, feel free to call 613-546-0000.

Frequently Asked Questions

What is a Delegation?

A delegation is someone who provides an address to Council, Committee of the Whole or Committee by one or more persons who are not members of Council or city staff.

In order to speak at a Council or Committee meeting, you must first register with the Clerk's Department. You do not need to register as a delegate if you want to attend as an observer.

Is there a time limit?

Each delegation is allowed five minutes to address Council or Committee.

Do I have to speak to an item on the agenda?

For Council:

Yes. A maximum of three delegations may address Council per Council or Committee of the Whole meeting regarding items on the agenda other than items of correspondence. All delegations must provide a written note setting out the subject matter of the delegation to the Clerk on or before 4:00 p.m. on the Monday prior to the Council meeting.

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For Committees:

A maximum of five delegations are able appear before Standing Committees. A maximum of three delegations must speak to action items included on the agenda and a maximum of two delegations must speak to policy matters that are not included in the Standing Committee Agenda. Delegations who are speaking to items that are not included in the agenda, must register with the Clerks Department by noon the Thursday prior to the Standing Committee meeting.

Where and when are the meetings?

Meetings of Council and Standing Committees are located in the City of Kingston [calendar of events](#).

Where do I find an agenda for Standing Committee and Council?

Agendas for Council meetings are posted on the [agendas and minutes](#) page on the Thursday the week prior to the Council meeting. Committee agendas are available online on the [Committees](#) page on the Friday prior to the Committee meeting. Limited hard copies of the agenda will also be available at the meeting.

I can't attend the meeting. How else can I have my say?

You may provide written correspondence to the Clerk's Department, or you may contact [a member of Council](#) directly.