

## GUIDE TO MAKING A DELEGATION

The Otonabee Conservation Board of Directors welcomes public input and participation in matters within our watershed!

A delegation is an opportunity to appear before our Board of Directors at one of their regular meetings, to address an item on the agenda. This is an opportunity for you to provide input to matters within our scope and mandate, prior to the Board's consideration of the matter.

Otonabee Conservation's Board of Directors meets on the third Thursday of each month at 5:00 p.m. in the Boardroom at our administrative office, located at 250 Milroy Drive, Peterborough, Ontario. The meeting agenda and details are posted on our website, one week prior to each meeting, at:

[www.otonabeeconservation.com/about-us/board-of-directors](http://www.otonabeeconservation.com/about-us/board-of-directors)

If you wish to make a delegation regarding an item on the agenda, you must make a request in writing or email to the Chief Administrative Officer / Secretary-Treasurer (CAO), Dan Marinigh [dmarinigh@otonabeeconservation.com](mailto:dmarinigh@otonabeeconservation.com) by 4:30 p.m. on the Monday prior to the upcoming meeting.

If you wish to make a presentation for an item that is *not* on the agenda, you must submit the request in writing or email to the CAO, fourteen days prior to the next upcoming meeting.

If you wish to use presentation materials or provide a written submission to support your presentation, you must provide these materials at the time you make the request to the CAO.

Generally, delegations are limited to one speaker for not more than ten minutes. Board Members may ask questions for up to fifteen minutes.

Any actions or decisions arising from your presentation will be communicated back to you in writing.

If you return to speak on an item, you are encouraged to share only new, relevant information that has become available since your previous presentation.

We look forward to hearing from you, our watershed citizens,  
about what matters to you!

To access the comprehensive list of terms and requirements for making a delegation, please refer to our [Governance By-Laws](#)