

DELEGATION PROTOCOL

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PURPOSE:

To provide procedures for delegations appearing before Council. Delegations are usually scheduled during the Committee of the Whole session of Council, whose conduct is governed by the Committee of the Whole Protocol, Schedule B of Council Procedure Bylaw 5000, 2000.

PROTOCOL:

1. A person or external organization wishing to be scheduled as a delegation at a Regular Meeting of Council must send a written request to the Mayor outlining the matter to be addressed.
2. The request will be reviewed, and if approved, the Municipal Clerk's Office will arrange a Council meeting date when the delegation can appear.
3. Delegations may also be requested to appear at Council's invitation.
4. Delegates are required to submit written background material, including a copy of the presentation, if applicable, to the Municipal Clerk's Office at least 7 days prior to the date of the appearance before Council. These materials will be distributed to Council in advance of the meeting as part of the Council Meeting agenda package. *(NOTE: The Corporation of Delta reserves the right to review and limit distribution of these materials as required).*
5. Delegates are requested to advise the Municipal Clerk's Office of any requirements for audio/visual equipment.
6. At the Council meeting, which normally takes place in the Council Chamber, main floor of the Municipal Hall, 4500 Clarence Taylor Crescent, delegates will be introduced by the Mayor or Municipal Clerk, and should then proceed to one of the podiums in the aisle of the Council Chamber. If audio-visual equipment is being used, delegates should proceed to the designated seat at the staff table.
7. Delegates should address the assembly as "Mayor Jackson (or Your Worship) and members of Council".
8. Delegates are permitted *up to* 10 minutes to make their presentations. Additional time will be allowed for questions from Council members.
9. As the background information and presentation have previously been distributed to Council, it is suggested that it not be read aloud, as Council members will have reviewed the materials and have their copies in front of them. A verbal summary of the material is all that is required.