

DELEGATION PROTOCOL

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 City 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 City 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 City of Delta reserves the right to review and limit distribution of these materials as required).*
5. Delegates are requested to advise the City 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 City Hall, 4500 Clarence Taylor Crescent, delegates will be introduced by the Mayor or City 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 may also participate in the Council meeting via electronic means if they are unable to attend the meeting in person. Such participation will be in accordance with the Electronic Meeting & Electronic Participation Protocol.
8. Delegates should address the assembly as "Mayor _____ (or Your Worship) and members of Council".

DELEGATION PROTOCOL (cont.)

9. Delegates are permitted *up to* 10 minutes to make their presentations. Additional time will be allowed for questions from Council members.
10. 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.

Adopted by Council Resolution on September 13, 2013.

Amended by Council Resolution on October 25, 2021.