

**CITY OF DUNCAN
DUNCAN CITY COUNCIL
DELEGATION PROTOCOL**

The following are procedures that must be followed to appear as a delegation before City Council or the Committee of the Whole and for the conduct of the delegation:

1. The request to appear as a delegation must be in writing and must include:
 - a) the reason for the delegation;
 - b) who will form the delegation
 - c) if requesting some action of Council, very clearly document what you are asking for;
 - d) if the request is for a financial contribution such as a grant in aid request, you must fill out a grant in aid application form which is available at City Hall or by clicking on the following link:
<http://www.duncan.ca/pdf/Grants%20in%20Aid%20Package.pdf>;
 - e) your request should also include any information pamphlets or items you may wish Council to have (if you have coloured pamphlets or materials to hand out, we will require 12 copies, 1 week prior to the meeting date of the Council). We will copy all other material into the Council agenda package; and,
2. Staff will respond to your request, usually within 10 days. If you are approved as a delegation, you will be scheduled for the first available time. This may be several months away depending on the number of approved requests received ahead of yours.
3. All regular Council meetings begin at 7:30 p.m. and all Committee of the Whole meetings begin at 6:45 p.m., delegations must be present at that time. Your particular delegation may be further along on the agenda, but it is impossible for staff to predict the exact time you will be heard by Council.
4. When the Mayor or Chair of the meeting calls you, come forward to the podium positioned in the Council Chamber, where you may make your presentation. (Remember that Council meetings are televised and it is therefore important that you introduce yourself before and speak into the microphone in a clear voice.) The appropriate forms of address for Council members are: The Mayor as Mr. Mayor or His Worship or Mayor (last name), and Councillors as Councillor (last name). Please do not use their first names regardless of how friendly or how well you have known these members of Council.
5. The maximum time allotted for your verbal or visual presentation is ten (10) minutes. Please do not read from your materials as Council has already been provided copies of the materials and have read your materials. You are to

highlight your submission for Council and for anyone in the public gallery. After you have finished, please ensure you summarize any requests you are making. The Mayor or Chair will ask Council members if they have any questions of you. Council will ask questions and then the Mayor or Chair will thank you for your presentation.

6. Council may not make any decisions, at the meeting, on any requests you have made. Requests may be referred to Staff for review, report, and recommendations to Council.

Council's business meetings are very full. Delegations must be considerate of their time allotment and ensure they do not go over the allotted time. Thank you for taking time to prepare for your delegation with Council. Your participation in our local government is greatly appreciated.

Mayor and Councillors
City of Duncan