



## **Town of Digby**

### **Administrative Policy #2016-005**

#### **Presentations and Delegations Protocol Policy**

##### **PURPOSE:**

To provide procedures for presentations and delegations appearing before the Committee of the Whole and/or Council.

##### **PROTOCOL:**

1. A person or external organization wishing to be scheduled to make a presentation or as a delegation at a Regular Meeting of Council or Committee of the Whole must send a written request to the Mayor outlining the matter to be addressed.
2. The request will be reviewed, and if approved, the Chief Administrative Officer's (CAO) Office will arrange a Committee of the Whole or Council meeting date when the delegation can appear. Presentations or delegations that request funding or other actions of Council should be arranged to be on the Committee of the Whole Agenda reserving the Council Agenda for informational presentations.
3. Presentations and /or delegations may also be requested to appear at Council's invitation.
4. Presenters or Delegates are required to submit written background material, including a copy of the presentation, if applicable, to the CAO'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 Committee of the Whole or Council Meeting agenda package. *(NOTE: The Town of Digby reserves the right to review and limit distribution of these materials as required).*
5. Delegates are requested to advise the CAO's Office of any requirements for audio/visual equipment.

6. At the Committee of the Whole or Council meeting, which normally takes place in the Council Chamber, second floor of the Town Hall, 147 First Avenue, delegates will be introduced by the Mayor and should then proceed to the presentation table of the Council Chamber.

7. Delegates should address the assembly as “Mayor \_\_\_\_\_ (or Your Worship) and members of Council”.

8. Delegates are permitted *up to* 15 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.

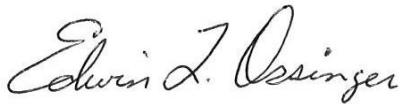
**Clerk's Annotation for Official Policy Book**

**Date of Notice: February 16, 2016**

**Date of adoption: March 7, 2016**

**Policy effective date: March 7, 2016**

I certify that this **Presentations and Delegations Protocol Policy** was adopted by Council as indicated above.



March 7, 2016

\_\_\_\_\_  
**Clerk**

\_\_\_\_\_  
**Date**