



THE CORPORATION OF THE CITY OF NORTH VANCOUVER

City Clerk's Department Procedures

DELEGATION TO COUNCIL

A "Delegation" is the process when an individual appears before City Council to make a presentation, request an action, or provide an update on a project/idea/concept, or to provide further information on an issue currently before Council. Delegations must align with a current Council commission or initiative and the delegation must first receive input and direction from City staff prior to a delegation being approved.

Procedure for a member of the public or organized group to appear as a delegation:

- Submit a written request to the Corporate Officer by email at clerks@cnv.org, including the subject matter to be presented and all relevant information and points to be raised. Please submit the request several weeks prior to your anticipated time to appear before Council, as the City receives several requests for delegations over the course of the year. A delegation date will not be considered until the City Clerk's Office has received a formal written request (on letterhead for organized groups).
- The City Clerk's Office must be in receipt of all related material for distribution to Council, including any media presentations (i.e. PowerPoint, Adobe PDF, video) no later than 12:00 noon on the Wednesday 12 days prior to the scheduled Monday Council meeting.
- The Corporate Officer will allocate an appropriate date for the confirmed delegation. Every effort is made to schedule a date as soon as possible; however, this is dependent on various factors in the planning process of upcoming agendas.
- Delegations are provided 10 minutes to make their presentation to Council, regardless of the number of people in the delegation. Delegations are timed.
- Please note that the written delegation request and presentation to Council will be included in the Council agenda package and form part of the public record. The City of North Vancouver's Council meetings are audio/video recorded and live-streamed on the City's website.

Persons appearing before Council as a delegation should be aware of the following matters of protocol:

- The Mayor is addressed as "Your Worship" or "Mayor <Surname>";
- Councillors are addressed as "Councillor <Surname>";
- Staff are addressed either by title (i.e. Chief Administrative Officer, Corporate Officer or Director of <Department>, or by name, e.g. "Mr. or Ms. <Surname>");
- All responses to Council or staff must be addressed through the Mayor.

Council endeavors to provide a comfortable and welcoming setting for persons speaking as a delegation. Please use your time wisely and speak clearly and succinctly into the microphone when presenting or, if presenting via Webex, speak directly into the microphone on your computer. Upon completion of your presentation, Council may ask questions if they wish clarification on any points raised.