



THE CORPORATION OF THE CITY OF NORTH VANCOUVER

DELEGATION TO COUNCIL

Delegation Procedure Guidelines

A “Delegation” is the process when an individual or organized group appears before City Council to make a presentation, provide an update on a project or initiative, or to provide further information on an issue currently before Council. Delegations should align with current Council priorities or initiatives 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 formal written request (on letterhead for organized groups) to the Corporate Officer, Legislative Services division, 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 at least 6 weeks prior to your desired time to appear before Council, as the City receives multiple requests for delegations throughout the year. A delegation date will not be considered until Legislative Services has received a formal written request.
- If the delegation is approved, Legislative Services will confirm an appropriate date for the 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.
- Once the delegation is scheduled, Legislative Services must be in receipt of all related material for distribution to Council, including any media presentations (i.e. PowerPoint, Adobe PDF, video), at least 3 weeks (21 days) prior to the scheduled Regular Council meeting.
- 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 Regular Council agenda package and form part of the public record. The City of North Vancouver’s Regular 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 full name;
- 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 matter.