# Delegation to Council Request Form

**District of North Vancouver**
**Corporate Officer**
355 West Queens Rd, North Vancouver, BC V7N 4N5

Phone: 604-990-2311
Email: signup@dnv.org

**COMPLETION: To ensure legibility, please complete (type) online then print. Sign the printed copy and submit via mail or email to the department and address indicated above. If you have any questions about this form, please call the number indicated above.**

**Delegations have five minutes to make their presentation. Questions from Council may follow.**

Name of group wishing to appear before Council: ROYAL CANADIAN LEGION BRANCH 114 LYNN VALLEY

Title of Presentation: Presentation of 1st Poppy at Council Inauguration November 2nd

Name of person(s) to make presentation: DAVE JOYCE PRESIDENT

Purpose of Presentation:

- [x] Information only
- [ ] Requesting a letter of support
- [ ] Other – please describe below:

Attach separate sheet if additional space is required

As per invitation from Sign up personnel that we could make Poppy presentation to new Mayor and Council at inauguration on Monday, November 2, 2026. Please confirm. Would it be appropriate to bring our Colour Party (flag bearers) or would you be providing your own for inauguration? Linda

**Note: Delegation requests <u>will not</u> be accepted if they are requesting financial assistance of any kind or are in relation to any potential or current development application with the District.**

Contact person (if different than above): LINDA FINDLAY

Daytime telephone number: 604-786-1421

Email address: LFINDLAY@LYNNVALLEYLEGION.CA

Will you be providing supporting documentation? [x] Yes [ ] No

If yes: [x] Handout [ ] Digital Format [x] PowerPoint Presentation

Note: All supporting documentation must be provided 14 days prior to your appearance date. This form and any background material provided will be published in the public agenda.

Arrangements can be made upon request for you to familiarize yourself with the Council Chambers equipment on or before your presentation date.

Please note:

- Council Chambers operates in a Windows environment.
- Videos and audio clips are not supported except by special accommodation.
- Disturbing or graphic images are not permitted to be displayed at any time.

## Delegation to Council Request Form

**Rules for Delegations:**

1. Delegations must submit a Delegation to Council Request Form to the Corporate Officer. Submission of a request does not constitute approval nor guarantee a date. The request must first be reviewed by the Corporate Officer.
2. The Corporate Officer will review the request and, if approved, arrange a mutually agreeable date with you. You will receive a signed and approved copy of your request form as confirmation.
3. Only one delegation will be permitted at any Regular Meeting of Council.
4. Delegations must represent an organized group, society, institution, corporation, etc. Individuals may not appear as delegations.
5. Delegations are scheduled on a first-come, first-served basis, subject to direction from the Mayor, Council, or Chief Administrative Officer.
6. The Mayor or Chief Administrative Officer may reject a delegation request if it regards an offensive subject, has already been substantially presented to council in one form or another, deals with a pending matter following the close of a public hearing, or is, or has been, dealt with in a public participation process.
7. Supporting submissions for the delegation should be provided to the Corporate Officer by noon 14 days preceding the scheduled appearance.
8. Delegations will be allowed a maximum of five minutes to make their presentation.
9. Any questions to delegations by members of Council will seek only to clarify a material aspect of a delegate's presentation.
10. Persons invited to speak at the Council meeting may not speak disrespectfully of any other person or use any rude or offensive language or make a statement or allegation which impugns the character of any person.
11. Delegations may not display or include disturbing or graphic images as part of their presentation.
12. Please note the District does not provide grants or donations through the delegation process.
13. Delegation requests that are non-jurisdictional or of a financial nature may not be accepted.

**Helpful Suggestions:**

- have a purpose
- get right to your point and make it
- be concise
- be prepared
- state your request, if any
- do not expect an immediate response to a request
- multiple-person presentations are still five minutes maximum
- be courteous, polite, and respectful
- it is a presentation, not a debate
- the Confidential Council Clerk may ask for any relevant notes (if not handed out or published in the agenda) to assist with the accuracy of minutes

I understand and agree to these rules for delegations

| LINDA FINDLAY | October 2, 2026 |
|---|---|
| Name of Delegate or Representative of Group | Date |

Signature

**For Office Use Only**

| | | | |
|---|---|---|---|
| Approved by: | | | |
| Corporate Officer | _____ | Appearance date: | _____ |
| Deputy Corporate Officer | _____ | Receipt emailed on: | _____ |
| Rejected by: | | | |
| Mayor | _____ | Applicant informed on: | _____ |
| CAO | _____ | Applicant informed by: | _____ |

The personal information collected on this form is done so pursuant to the *Community Charter* and/or the *Local Government Act* and in accordance with the *Freedom of Information and Protection of Privacy Act*. The personal information collected herein will be used for the purpose of processing this application or request and for no other purpose unless its release is authorized by its owner, the information is part of a record series commonly available to the public, or is compelled by a Court or an agent duly authorized under another Act. Further information may be obtained by speaking with the District of North Vancouver's Corporate Officer by telephone at 604-990-2207 or in person at 355 W Queens Road, North Vancouver.