



## DELEGATION REQUEST FORM

**\*Please forward the Delegation Request Form to the Village Office by 12:00PM,  
 the Thursday prior to the regular Council meeting.  
 Delegations may speak for a maximum of 10 minutes total\***

PREFERRED COUNCIL MEETING DATE ([Click Here for Calendar](#))

DATE RECEIVED BY OFFICE (Office Use)

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### APPLICANT NAME & CONTACT INFORMATION

Last Name	First Name	
Street Address	Apartment/Unit	
City	Province	Postal Code
Primary Contact No.	FAX:	
Email Address		

### NAME OF PRESENTER(S)/ORGANIZATION

1.	
2.	

*Supporting Documentation (optional): Any visual presentation or supporting material (handouts, notes, etc.) must be submitted by 12pm on the Thursday prior to your requested meeting date.*

### SUBJECT OF PRESENTATION and REQUESTED ACTION:



## COUNCIL DELEGATION INFORMATION

### COUNCIL PROCEDURES BYLAW No. 476, 2015, as amended

- Council meeting dates can be found by visiting our website ([click here](#))
- Subject to Council dispensation, speakers will be limited to the subject matter and to a total of 10 minutes, regardless of the number of speakers
- Delegations concerning a bylaw where a public hearing has been held will not be permitted
- Subject to Council dispensation, the maximum number of delegations per meeting is three (3)
- The Corporate Officer may schedule delegations to another Council meeting or advisory body, as deemed appropriate, according to the subject matter of the delegation
- The Corporate Officer may refuse a delegation if the issue is not considered to fall within the jurisdiction of Council

### OTHER IMPORTANT REQUIREMENTS

- This application will be published in the agenda - available to the public and on the internet
- Please provide the office with any relevant notes, if not handed out or published in the agenda
- Council may not provide an immediate answer, especially if the subject matter requires further consideration

### HELPFUL APPLICATION AND PRESENTATION SUGGESTIONS

- Notify the office in writing seven days prior to the requested meeting date: [office@lionsbay.ca](mailto:office@lionsbay.ca)
- Please arrive early. Delegations are scheduled at the start of the meeting
- Presentations are directed to Council and communication is made through the Chair (Mayor)
- Be concise. It is highly recommended to leave room for questions within the 10 minutes
- Support your position with facts and be prepared to answer questions from Council
- A respectful approach is appreciated, and debates are generally not permitted during the presentation

### SUBMIT APPLICATION BY ONE OF THE FOLLOWING METHODS

**MAIL:** Village of Lions Bay, PO BOX 141, 400 Centre Road, Lions Bay, BC V0N 2E0  
**IN PERSON:** Village of Lions Bay, 400 Centre Road, Lions Bay, BC V0N 2E0  
**FAX:** 604-921-6643  
**EMAIL:** [office@lionsbay.ca](mailto:office@lionsbay.ca)

Village Office hours are Monday to Friday, 9 a.m. to 4 p.m.

**General inquiries:** 604-921-9333

### APPLICANT'S DECLARATION

*I understand and agree to these procedures for delegations*

SIGNATURE	DATE
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#### Office Use Only:

<input type="checkbox"/> APPROVED for Council meeting on:	<input type="checkbox"/> DECLINED
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