

**DELEGATION APPLICATION Virtual or In-Person**

*Personal information is collected by the Municipality of North Cowichan under the authority of s.26(c) of the Freedom of Information and Protection of Privacy Act for the purposes of processing delegation requests. Should you have any questions about the collection of this personal information, please contact Information Management Officer, (250 746-3116; 7030 Trans-Canada Highway, Duncan, BC V9L 6A1.*

Date: \_\_\_\_\_  
 Name of Applicant: \_\_\_\_\_ On behalf of: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Email: \_\_\_\_\_ Phone: \_\_\_\_\_

I/We request to appear as a delegation before:

**Council**                      **Committee of the Whole**                      **Other** \_\_\_\_\_

Please provide the purpose for your presentation and a brief overview, below, and attach a one-page (maximum) outline of your presentation (if more room is needed). **Please be specific.**

Will you be requesting a grant or financial assistance?                      Yes              No

Will you be providing supporting documents to include in the agenda package?                      Yes              No

How will you be presenting?                      **PowerPoint**                      **Video**                      **Verbal**

I affirm that I/we own the rights to the media I/we are providing and hereby grant the Corporation of the District of North Cowichan (Municipality) the irrevocable right and license to use, edit, alter, copy and distribute all materials provided as the Municipality sees fit in its absolute discretion, and that I have obtained appropriate personal information releases from all identifiable individuals appearing in these materials for such use.                      Yes              No

I confirm that I want to participate:                      **In-Person**                      **Virtually**

If participating virtually, I confirm that I have tested my ability to participate in a Webex meeting:                      Yes              No

I would like a member of the North Cowichan IT team to connect with me to confirm my configuration:                      Yes              No

To test your ability to participate in a Webex meeting, start a meeting at this site: <https://www.webex.com/test-meeting.html>  
 Once you join the test meeting, use these instructions to test your webcam, speakers, and microphone:  
<https://help.webex.com/en-us/bzq2s7/Test-Your-Speaker-and-Microphone-in-Webex-Meetings>

Council welcomes public comments, but as a courtesy to Council who deal with lengthy agendas, we request that you present your information clearly and concisely in **ten minutes** or less. If the delegation consists of more than one person, please appoint one person to speak on behalf of your group.

***For Internal use only***

Funding request (if any) reviewed by Director Financial Services                       Yes

Request approved (date) \_\_\_\_\_ Date of Meeting \_\_\_\_\_

# DELEGATION PROCEDURES

"*Delegation*" is the term used to define the process whereby an individual or a delegation appears before Council in order to make a presentation, enter a request for action, or bring Council up to date on a project, idea, or concept, or to provide further information on an issue currently before Council for a decision. The process is governed by the rules set out in Council Procedure Bylaw No. 3602. The bylaw states that a delegation may address Council at a regular council meeting with the permission of the Mayor or Council but must not permit a delegation to address a meeting of the Council regarding a proposed bylaw in respect of which a public hearing has been held, where the public hearing is required under an enactment as a prerequisite to the adoption of the bylaw.

## APPLICATION PROCEDURES

To appear as a delegation a "Delegation Application" must be filled out and submitted to Legislative Services to [legislativeservices@northcowichan.ca](mailto:legislativeservices@northcowichan.ca). It must include:

- Purpose of the presentation
- Proposed action of Council/Committee (must be within the authority of the District)
- Contact details of the person who will speak on behalf of the delegation

Once the application is received staff will respond to your request as soon as possible. If you are approved as a delegation, you will be scheduled for the first available meeting date. A copy of your presentation, supporting materials, and PowerPoint presentation (if applicable) **must be submitted one week in advance of the scheduled meeting date** so that a copy of the intended presentation can be provided to Council or Committee members for review prior to the meeting so they can properly consider your presentation. Council receives no more than three (3) separate delegations at a Council meeting, which may result in your request being moved to the next available meeting date.

## FINANCIAL ASSISTANCE PROCEDURES

If requesting a financial contribution, please review the [Council Policy](#) and complete the [Grant-in-Aid Application](#).

**NOTE:** Grant-in-aid applications must be received no later than October 15<sup>th</sup> of each year for consideration in the following year's budget during deliberations in the fall. No Grant-in-Aid funds will be disbursed to the organization until after adoption of the Financial Plan (after May 15<sup>th</sup> yearly).

## MEETING PROCEDURES

It is understandable if delegates are nervous about speaking in a public forum that may be televised. Remember that Council is familiar with this process and is very understanding of any nervousness and tries to set a comfortable and welcoming scenario for all. Council encourages public participation and welcomes delegations and appreciates the public coming forward to be heard.

### Prior to Meeting Date

Staff will confirm the date and time of the meeting you are scheduled to attend. If participating virtually, delegations must test their webcam, speakers, and microphone, and ability to participate in a Webex meeting at least two (2) days prior to the meeting (see page one for testing links).

### During Meeting

- Virtual delegations must join the virtual meeting at least 10 minutes prior to the start of the meeting as it is not possible to predict the exact time the delegation will be heard. Once you have joined the meeting you should turn your video and audio feeds off until addressed by the Mayor.
- In-person delegations must attend Council Chambers at least 10 minutes prior to the start of the meeting.
- Delegations will have a maximum of **ten (10) minutes** for the verbal or visual presentation; please do not go over time.
- Council and Committee meetings are held through the Webex virtual meeting platform and are live streamed. When the Mayor or Chair calls you, if participating virtually please turn your audio and video feeds on and introduce yourself by speaking in a clear voice; if participating in-person please proceed to the podium and introduce yourself by speaking in a clear voice.
- At the end of your presentation, clearly and succinctly summarize any requests being made to the Council or Committee. *Council or Committee members may ask questions if they feel clarification is necessary.*

### Meeting Protocol

Please use the following forms of address, not first names, regardless of how well you know the members:

- The Mayor should be addressed as "Mayor <last name>" or as "Mr. Mayor" or "His Worship"
- The Councillors should be addressed as "Councillor <last name> "
- Staff should be addressed either by title, e.g., "Chief Administrative Officer, Director of Planning and Building,", or by name, e.g., Mr. Smith, Ms. Jones
- All delegations and responses to Council or staff or Committee members are addressed through the Mayor or the Chair, e.g. "Mayor Douglas, in response to the Council member who just spoke, ..."

**Note:** Council often does not make final decisions for requests at the meeting. Typically requests are referred to staff or another Committee for review, report, and recommendations to Council.

**Thank you for taking the time to prepare for your delegation with Council. Your participation in our local government is greatly appreciated. North Cowichan Mayor and Council.**