

*West Vancouver Family Place Society*

780 22<sup>nd</sup> Street, West Vancouver, B.C. V7V 4B9 604- 925-7172

July 21, 2008

Mayor Pamela Goldsmith-Jones  
The District of West Vancouver  
750 – 17<sup>th</sup> Street  
West Vancouver, BC  
V7V 3T3

Dear Mayor Goldsmith-Jones,

I am writing on behalf of the West Vancouver Family Place Society to request an opportunity to present to Council. We are very interested in updating Council on our activities over the past few years. Kathy Erdman, Co-President and myself, Linda McGinn, Administrative Coordinator would like to provide a short presentation at a Council meeting. If it is possible we would like to be included in the November 3 Agenda.

I look forward to hearing from you.

Thank you,

Linda McGinn  
Administrative Coordinator

# west vancouver

ADMINISTRATIVE SERVICES DIVISION / LEGISLATIVE SERVICES

750 17th STREET, WEST VANCOUVER BC V7V 3J3

TELEPHONE: 604 925 7004 FACSIMILE: 604 925 7006 24 HOUR COUNCIL AGENDA/INFORMATION: 604 925 7005

August 5, 2008

File: 0120-01/0055-01

Linda McGinn, Administrative Coordinator  
West Vancouver Family Place Society  
780 22<sup>nd</sup> Street  
West Vancouver BC V7V 4B9

Dear Ms. McGinn:

**Re: REQUEST FOR DELEGATION RE  
West Vancouver Family Place Society**

Thank you for your correspondence dated July 21, 2008, regarding the West Vancouver Family Place Society.

Your delegation has been scheduled as follows:

<b>Date/Time:</b>	<b>Monday, November 3, 2008 at 7:00 p.m.</b>
<b>Location:</b>	<b>Municipal Hall Council Chamber</b>

Delegations are generally heard at the beginning of the meetings, which commence at 7:00 p.m. and are permitted a **maximum presentation time of 10 minutes**.

The Council Chamber is equipped with a computer, a VCR, a document camera and projector. If you plan to provide an electronic presentation or video, **we require that you provide a copy of electronic media (such as PowerPoint) or video, no later than 12:00 Noon, on the Thursday prior to the Council Meeting at which you are scheduled.**

Please contact myself at (604-925-7098) or, [mchan@westvancouver.ca](mailto:mchan@westvancouver.ca) to confirm your attendance and to arrange for delivery of your electronic media or video. If you wish, I can also arrange a practice session for you in the Council Chamber prior to your delegation date, so that you are comfortable with your presentation and the equipment you wish to use. This will provide for the delegation to proceed without delay. Practice presentations are not permitted on the day of the Council meeting.

Please do not hesitate to contact me if you have any questions in this regard. Thank you.

Sincerely,



M. Chan, Deputy Municipal Clerk

MC/blg