



# Corporation of the Township of Esquimalt

Municipal Hall, 1229 Esquimalt Road, Esquimalt, B.C., V9A 3P1  
Website: [www.esquimalt.ca](http://www.esquimalt.ca)

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## APPLICATION FOR DELEGATION TO MUNICIPAL COUNCIL MEETING

Pursuant to *Council Procedure Bylaw, No. 2715, 2009*, Section 20, Delegations and Petitions, (**see reverse for further information**) Council may allow an individual or a delegation to address Council at the meeting provided written application has been received by the Corporate Officer **by 12 Noon on the Wednesday prior to the meeting**. Applications can be submitted in person, by mail (1229 Esquimalt Road, V9A 3P1), Fax (250) 414-7111 or Email: [council@esquimalt.ca](mailto:council@esquimalt.ca). Applicants will be contacted to confirm the Council meeting date and their attendance at that meeting. Please contact 250-414-7136 for further information.

Delegations are **limited to five (5) minutes** unless a longer period is agreed to by unanimous vote of those members present.

**NAME:** \_\_\_\_\_  
(Please Print)

**ORGANIZATION:** \_\_\_\_\_

**DAYTIME TELEPHONE:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**PREFERRED DATE OF APPEARANCE AT COUNCIL MEETING:** \_\_\_\_\_

**REASONS FOR APPEARING AS DELEGATION (Please specify):** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Date of Application

\_\_\_\_\_  
Signature

**Excerpt from Council Procedure Bylaw No. 2715, 2009:**

**Delegations and Petitions**

20. (1) The Council may, by resolution, allow an individual or a delegation to address Council at the meeting on the subject of an Agenda item provided written application on a prescribed form has been received by the Corporate Officer by 12 noon on the Wednesday prior to the meeting. ***Each address must be limited to 5 minutes unless a longer period is agreed to by unanimous vote of those members present.***
- (2) Every petition presented to Council shall include the name and address of each petitioner. In the case of a corporation the authority given by the corporation to sign the petition shall be produced in connection therewith.
- (3) Where written application has not been received by the Corporate Officer as prescribed in section 20(1), an individual or delegation may address the meeting if approved by the unanimous vote of the members present.
- (4) Council must not permit a delegation to address a meeting of the Council regarding a bylaw in respect of which a public hearing has been held, where the public hearing is required under an enactment as a pre-requisite to the adoption of the bylaw.
- (5) The Corporate Officer may schedule delegations to another Council meeting or advisory body as deemed appropriate according to the subject matter of the delegation.
- (6) The Corporate Officer may refuse to place a delegation on the agenda if the issue is not considered to fall within the jurisdiction of Council. If the delegation wishes to appeal the Corporate Officer's decision, the information must be distributed under separate cover to Council for their consideration.
- (7) Individuals or organizations are not permitted more than one delegation every three months on the same issue unless prior consent has been obtained by a resolution of Council.