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PRESENTATION

APPLICATION TO MAKE A PRESENTATION TO COUNCIL

A maximum of 2 Presentations may be scheduled for a Council meeting, each limited to **10 minutes**. (See back for excerpt of Council Procedure Bylaw)

Please submit the completed application **by Noon on Wednesday prior to the preferred Council meeting** by: (1) email to corporate.services@esquimalt.ca, (2) mail or hand deliver to Municipal Hall, address above, or (3) fax to 250-414-7111. For further information, contact the Corporate Officer at 250-414-7135 or corporate.services@esquimalt.ca.

Name(s) and Title(s) of Presenter(s): _____

Name of Organization: _____

Daytime Phone No. _____ Email: _____

Preferred Date of Presentation to Council: _____
(Staff will email or telephone to confirm the meeting date once it is scheduled.)

Nature/Subject of Presentation: _____

Date of Application _____ Signature of Applicant _____

PowerPoint presentation? YES NO
If YES, please email your PowerPoint presentation to corporate.services@esquimalt.ca by Noon on the Friday prior to the Council meeting.

Handouts for Council? YES NO
If YES, please bring 10 copies to give to the Recording Secretary prior to the start of the Council meeting at 7:00 p.m.

Date Received: _____ **FOR OFFICE USE ONLY** **Date Presented to Council:** _____

APPLICANT CONTACTED
PRESENTATION RECEIVED
DATE: _____
INITIALS: _____

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

Presentations

19. (1) The number of presentations at any Council meeting shall be a maximum of two, unless Council authorizes otherwise. Each presenter will be limited to a time period of 10 minutes, after which will be followed by question period at the discretion of Council.

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.