



1229 Esquimalt Road  
Esquimalt BC V9A 3P1  
PHONE: 250-414-7100  
FAX: 250-414-7111  
www.esquimalt.ca

## DELEGATION

### APPLICATION TO APPEAR AS A DELEGATION BEFORE COUNCIL

An individual or a delegation may address Council at a Committee of the Whole meeting, on any issue, projects, or programs that fall within the jurisdiction of Council, each limited to **5 minutes**. The Committee of the Whole schedule can be found on our website at <https://www.esquimalt.ca/government-bylaws/council-meetings/meeting-schedule>

Please submit the completed application at least **two weeks prior to the preferred Committee of the Whole meeting**, by: (1) email to [corporate.services@esquimalt.ca](mailto:corporate.services@esquimalt.ca), or (2), mail or hand deliver to Municipal Hall, address as above. For further information, contact the Corporate Officer at 250-414-7135 or [corporate.services@esquimalt.ca](mailto:corporate.services@esquimalt.ca).

Name(s): \_\_\_\_\_

Organization (if applicable): \_\_\_\_\_

Daytime Phone No.: \_\_\_\_\_ Email: \_\_\_\_\_

Requested Date of Committee of the Whole meeting: \_\_\_\_\_  
(Staff will confirm the meeting date once scheduled.)

Reasons for Wishing to Appear as a Delegation (Please Specify):

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

\_\_\_\_\_  
Signature

PowerPoint presentation?  YES  NO

If YES, please email your PowerPoint presentation to [corporate.services@esquimalt.ca](mailto:corporate.services@esquimalt.ca) by 12 p.m. (noon) 10 days prior to the Committee of the Whole meeting. Please note presentations are required to be 20 slides or less.

**Date Received:**

**FOR OFFICE USE ONLY**

**Date Presented to Council:**

\_\_\_\_\_  
**APPLICANT CONTACTED**

**Date:** \_\_\_\_\_ **Initials:** \_\_\_\_\_

**PRESENTATION RECEIVED**

**Date:** \_\_\_\_\_ **Initials:** \_\_\_\_\_

The personal information contained on this form is collected under Section 26(c) of the Freedom of Information and Protection of Privacy Act and will be used for the purpose of processing the application. If you have any questions about the collection or use of this information, please contact the Township of Esquimalt's Privacy Team at [foi@esquimalt.ca](mailto:foi@esquimalt.ca), or 1229 Esquimalt Rd, Esquimalt, BC, V9A 3P1.

**Excerpt from Council Procedure Bylaw, 2022, No. 3081:**

**19.0 Restrictions on Subject Matter**

- 19.1 This section applies to any person, group, or organization appearing before Council as a presentation, delegation, or speaker during Public Input or Public Comment Period.
- 19.2 No presenter, delegate, or member of the public shall speak on any matter that:
- 1) must be, or has been, considered by Council at a closed meeting pursuant to the provisions of the *Community Charter*;
  - 2) is before the Courts for which legal action is being pursued or is pending;
  - 3) relates to a claim for damages against the Township;
  - 4) is the subject of current bylaw enforcement action by the Township;
  - 5) is the subject of a Public Hearing that will be or has been held in accordance with an enactment that is a pre-requisite to the adoption of the subject bylaw;
  - 6) relates to an application before the Board of Variance;
  - 7) discloses the personal information of a third party without that party's express consent.