



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

PRESENTATION

APPLICATION TO MAKE A PRESENTATION TO COUNCIL

Presentations are usually made by outside organizations providing information to Council or at the request of Council. A maximum of 2 Presentations may be scheduled for a Committee of the Whole meeting, each limited to **10 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 requested Committee of the Whole meeting** by: (1) email to corporate.services@esquimalt.ca, (2) mail or hand deliver to Municipal Hall, address above. 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: _____

Requested Date of Committee of the Whole meeting: _____
(Staff will confirm the meeting date once 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 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, 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.