

## Application to Appear as a Delegation

A **delegation** is a presentation for information from a person or persons on behalf of an organization or association (*Per Section 2 of the Council Procedure Bylaw*). An organization or association wishing to appear before Council as a delegation is required to submit this application to the Manager, Legislative Services by 12:00 noon at least ten (10) days prior to the relevant meeting. Please refer to the Guidelines for Delegations at Council Meetings for further instructions.



### Your Personal Information

The personal information you provide on this form is collected under section 26(c) of the *Freedom of Information and Protection of Privacy Act* (FIPPA) and will be used for the purpose of processing your application to appear as a delegation before Saanich Council. The application will form part of the meeting's agenda and will be published on the website. Your personal telephone number and e-mail address will not be released except in accordance with FIPPA.

Questions about the collection of your personal information may be referred to the District's Privacy Officer, 770 Vernon Avenue, Victoria BC, V8X 2W7 or by telephone at 250-475-1775.



### Webcasting

Meetings of Council are webcast via live video feed on the District website. Your image and personal opinions may be collected and disclosed as part of Council proceedings.



### Presentations

By speaking at these meetings, you are also asserting that your visual presentation is in compliance with the Federal *Copyright Act*, and grant the District of Saanich license to publish these materials.

## General Information

Name of Organization or Association

Meeting Date Requested

<input type="text"/>	<input type="text"/>	<input type="text"/>
Day	Month	Year

Application must be submitted by 12:00 noon at least 10 days prior to the meeting date.

## Contact Information

Name of Contact Person (*for Organization or Association*)

Telephone Number

E-mail

## Presentation Information

Please be specific and attach additional information if required. Maximum presentation time is 10 minutes.

Topic of Discussion  
*Please describe the topic of your presentation*

## Application to Appear as a Delegation

I have attached background materials      Yes  No       Printed background information should be submitted for distribution with the agenda, or bring 13 copies to the meeting.

Audio/Visual Presentation      Yes  No       Presentation materials need to be submitted by noon on the Friday before the meeting and tested on Saanich equipment.

### For Office Use

Delegation for Meeting:

Refer to Committee:

Refer to Department:

Direct Action:

Response:

### Questions?

Please refer to the "Guidelines for Delegations at Council Meetings or contact the Legislative Division at 250-475-1775 local 3506 or e-mail [clerksec@saanich.ca](mailto:clerksec@saanich.ca)