

Delegation Request Form

A **delegation** is a presentation for information from a person or persons on behalf of an organization or association (*Per Section 18 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 Corporate Officer at least ten (10) days prior to the relevant meeting.

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 Oak Bay Council. Questions about the collection of your personal information may be referred to the District's Privacy Officer, 2167 Oak Bay Avenue, Victoria BC, V8R 1G2, via email to foi@oakbay.ca or by telephone at 250-598-3311.

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 District's Respectful Workplace Policy and Federal *Copyright Act*, and grant the District of Oak Bay 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 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 5 minutes.

Topic of Discussion
Please describe the topic of your presentation

Delegation Request Form

I have attached background materials Yes No Printed background information should be submitted for distribution with the agenda, or bring 10 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 Oak Bay equipment.

For Office Use
Delegation for Meeting:
Approved By:
Date:

Questions?

Please contact the Corporate Services team at 250-598-3311 or e-mail administration@oakbay.ca

Council's Procedure Bylaw Guidelines

- Delegations are limited to 5 minutes
- A maximum of (2) delegations are permitted at Committee of the Whole
- Applicants associated with the annual Grant in Aid or Permissive Tax Exemption process are not included in the maximum number of permitted delegations

Helpful Information

- Arrive in advance of the meeting start time as delegations are heard as one of the first items of business
- be prepared
- have a purpose
- support your position with facts
- state your request, if any
- direct your presentation to the Council, and communicate through the Mayor
- be prepared to answer questions from Council
- be courteous, respectful and polite
- bring 10 copies of your handouts if your material is not published in agenda
- provide the Corporate Officer with any relevant notes, if not handed out or published in the agenda