



Application to Present to District of North Saanich Council

Please complete the following application and either drop it off with the Municipal Hall receptionist or email it to corporateservices@northsaanich.ca. If the application is approved, it will be published on the District's website and will become part of the Council meeting agenda. Please note that personal phone numbers and email addresses will be removed before publication.

- Presentation topic: _____
- Name of Presenter(s) _____
- Name of Organization (if applicable) _____
- Presenter's position in organization: _____
- Contact information: phone # _____ email: _____
- Please acknowledge that you have reviewed the information found on the reverse side of this application form, by checking the box and adding your initials: _____

Initials

Presentations may not exceed **10 minutes**.

Provide the main discussion points of your presentation:

What is your request? What do you want District of North Saanich Council to do?
Include any recommended resolutions.

-FOR OFFICE USE ONLY-

Application received on: _____

Is the application complete? yes no What is missing? _____

Has the application been initialed by the applicant? yes no

Application approved/declined on: _____

Presentation scheduled for: _____

Applicant notified on: _____

Signature of Corporate Officer



Presenting to District of North Saanich Council

1. This application can either be dropped off with the District receptionist or emailed to corporateservices@northsaanich.ca. All written request to appear before Council must be received no later than 12:00 p.m. noon on the Wednesday prior to the meeting.
2. The application will be reviewed by the Corporate Officer, and the applicant will be notified if the request has been approved and the date and time of the presentation. While a specific date can be requested, your presentation will be scheduled for the next available Council meeting at the discretion of the Corporate Officer.
3. Your application may be denied if the issue is not considered to fall within the jurisdiction of Council.
4. If you wish to provide Council with any supporting documentation it will need to be submitted to the Corporate Officer, no later than 12:00 p.m. noon on the Wednesday of the week preceding the meeting so that it can be included with Council's agenda package.
5. On the night of the meeting the Mayor will call your name and invite you to come to the podium.
6. At the beginning of your presentation, clearly state:
 - a. Your name
 - b. The organization you represent (if applicable)
 - c. What you want District Council to do and then provide the reasons for your request and any relevant background information
7. **Your presentation may not exceed 10 minutes.** A countdown clock will be displayed during your presentation to let you know how much time you have left. Be as clear and concise as possible.
8. Anticipate that members of Council may ask you questions at the end of your presentation.
9. Electronic presentations can be accommodated via Zoom. Please ensure that the font size of your PowerPoint is large enough to be readable and that each page of your PowerPoint is numbered.
10. Following your presentation, it is recommended you provide your speaking notes to the Corporate Officer for the public record.
11. Depending on the meeting agenda, applicants may have to wait until the end of the meeting to present.
12. Profanity is not permitted and will not be tolerated. Presenters must adhere to the District's Code of Conduct.
13. Your presentation will be recorded and made available online for public viewing.
14. Information collected on this application is done so under the general authority of the *Community Charter* and the *Freedom of Information and Protection of Privacy Act*. Personal information will only be used by authorized staff to fulfill the purpose for which it was originally collected, or for a use consistent with that purpose.
15. If you have any questions or require more information, please contact the Corporate Officer at 250-656-0781.

I have read and acknowledge the above information yes _____
Initials of Applicant