TOWN OF VIEW ROYAL
PETITION & DELEGATION REQUEST

Date:	
Name of Applicant:	
On Behalf of:	
Address:	
Phone:	
Email:	

Request to appear on:			
	Year	*Month*	*Day*

Please refer to the Council & Committee of the Whole Meeting Schedule

Details of Presentation (Describe the topic of presentation. Provide additional information as an attachment if required)	
I plan to present:	◯ In-person ◯ Virtually via Microsoft Teams* **A guest presenter link will be sent to you following confirmation of your attendance*
I plan to have a presentation:	◯ Yes* ◯ No **All presentations must be in Adobe PDF or PowerPoint format and submitted separately with this completed application. Memory sticks will not be accepted. Please do not include videos or embed video links as part of your presentation.*

GENERAL INFORMATION

- Completed applications must be submitted by 12:00pm noon on the Tuesday one week prior to the meeting to the Corporate Administration Department:
    - By email: info@viewroyal.ca
    - In person: View Royal Town Hall, 45 View Royal Avenue, Victoria, B.C.
- During your designated time during the meeting, there is a total of 15 minutes allocated for your item. As such, it is recommended that you limit your presentation to approximately 10 minutes to allow time for Council's questions/discussion.
- This application will become part of the meeting's agenda and will be distributed to Council, staff, and the public as well as published on the Town's website. Your personal information (address, phone, email) will be redacted prior to publication.
- For additional information, please refer to the Petitions & Delegation Guide or contact the Corporate Administration Department at 250-479-6800 or info@viewroyal.ca.

The personal information you provide on this form is collected under Section 26(c) of the Freedom of Information and Protection of Privacy Act (FOI) and will be used for the purpose of processing your application to appear before Council. Questions about the collection of your personal information may be referred to the Town's FOI Coordinator, 45 View Royal Avenue, Victoria BC, V9B 1A6 or by phone at 250-479-6800.