



## TOWN OF VIEW ROYAL PETITION & DELEGATION REQUEST FORM

\*Before completing this form, please refer to the Petition & Delegation Information Package

Request to appear on: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Year Month Day

Council (6:00 p.m.)

**OR**

Committee of the Whole (6:00 p.m.)

Anyone wishing to be placed on an agenda to address Council or Committee of the Whole may apply by delivering a request in writing to the Corporate Officer or Deputy Corporate Officer by 12:00 noon on the Wednesday preceding the meeting date by completing this application form. Council meetings are held on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesdays of the month with the exception of August; and only the 1<sup>st</sup> Tuesday of the month in December, and the Committee of the Whole meetings are held on the 2<sup>nd</sup> Tuesday of the month with the exception of August.

**Each delegation is limited to ten (10) minutes unless extended or reduced by unanimous resolution of Council members present.**

Date: \_\_\_\_\_ Email: \_\_\_\_\_ Tel #: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

On Behalf of: \_\_\_\_\_  
(Organization, Business, Self, etc.)

Mailing Address: \_\_\_\_\_

Local Street Address: \_\_\_\_\_

Details of Presentation: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(provide additional information as an attachment if required)

I plan to attend: In-person **OR** Online via Microsoft Teams

\*(should you plan to attend online, a guest presenter link will be sent to you upon staff confirmation of your attendance)

I plan to have a presentation: Yes **OR** No

\*(please note all presentations must be in Adobe PDF or PowerPoint format and submitted separately with this completed form. Memory sticks will not be accepted. Please do not include videos or video links as part of your presentation.)

**NOTE:** Council and Committee of the Whole meetings are public meetings. The information on this form will become part of the public record and will be distributed to Council, staff, media and the public. The information on this form is collected in order to respond to your request to appear before Council. If you have any questions about the collection and use of this information, please contact the Corporate Officer. The agenda is posted on the public notice board at the Town Hall and on the Town's website [www.viewroyal.ca](http://www.viewroyal.ca).

Please return completed form to the attention of the Deputy Corporate Officer by fax to 250-727-9551, by email to [info@viewroyal.ca](mailto:info@viewroyal.ca) or in person to View Royal Town Hall, 45 View Royal Avenue, Victoria, BC V9B 1A2