

## APPLICATION FORM FOR DELEGATIONS TO ADDRESS ISLANDS TRUST COUNCIL OR A COUNCIL COMMITTEE

## Overview

You may address Council (or a Council Committee) formally by: (a) presenting a petition or making a presentation as a delegation; or informally, by participating in (b) public comment sessions or (c) by correspondence. All correspondence, formal delegation presentations and petitions are treated as a public record.

## **Submissions**

- Each delegation is required to complete this form and submit it to Islands Trust, along with any PowerPoint or video presentation that accompanies a delegation's written presentation by 4:30 pm at least 3 weeks prior to the meeting.
- If you miss this deadline, you may still submit this form; however, such requests will require approval by Executive Committee before the meeting or, 2/3 majority approval of Trust Council at the meeting.
- Each address shall be limited to 10 minutes unless a longer period is agreed to by approval of Executive Committee before the meeting or, of Trust Council at the meeting.
- Application deadlines and approval requirements to address a Trust Council Committee may vary from the above.
  Contact <a href="ExecAdmin@islandstrust.bc.ca"><u>ExecAdmin@islandstrust.bc.ca</u></a> for guidance.
- Rules governing delegations are outlined in the Islands <u>Trust Council Meeting Procedures Bylaw 101</u>.

All meetings are open to the public, are live streamed and recorded. Physical locations of the meeting are posted on the Islands Trust website.

Submit this form to ExecAdmin@islandstrust.bc.ca or mail to Islands Trust #200 - 1627 Fort St. Victoria B.C. V8R 1H8 I wish to address Islands Trust Council or \_\_\_\_\_\_Council Committee at the meeting of I REPRESENT (Name of Organization if applicable) AS \_\_\_\_\_ (Capacity/Office) NAME OF PRESENTER or Alternate \_\_\_\_\_ ADDRESS \_\_\_\_\_ TELEPHONE NO.(s) \_\_\_\_\_\_ E-MAIL \_\_\_\_\_ My reason(s) for appearing is (are) and the substance of my presentation is as follows: (If more space is required, please attach an additional page to this form.) I will have a PowerPoint or video presentation and will submit it at least three weeks in advance of the meeting. I am aware that the meeting and my presentation will be live streamed via the Islands Trust website and recorded. \*Please note personal information contained on this form is collected under the authority of the Local Government Act and is subject to the Freedom of Information and Protection of Privacy Act. The personal information will be used for contact purposes only. Enquiries about the use of information in this form can be directed to the Legislative Services Manager at information@islandstrust.bc.ca

(Signature of Applicant)

Signed: