



**MAKING A PRESENTATION TO VICTORIA CITY COUNCIL**

Complete and submit your request to address Council to Legislative Services by 11:00 a.m. on the Wednesday the day before the scheduled meeting. To ensure the Council receives your submission with their full agenda package, please submit it by 4:30 p.m. on the Monday two weeks before the Council meeting. Requests received after this time will be added to the Amended Agenda produced the Wednesday immediately prior to the Council meeting.

Presentations are a maximum of five (5) minutes in duration.

Name: Patty Shaw Date: Oct. 28 2015  
Address: 24- 4260 Burbank Cres. Victoria BC  
I wish to appear at the following Council meeting: Oct 29 7pm  
I represent: Coop Housing Federation of BC  
(Name of organization, if applicable)  
Topic: Affordable Housing  
Action you wish Council to take: Consider motion supporting co-op housing

Are you providing any supporting documentation (a letter or a PowerPoint presentation)?

Yes  10mb limit\* No

If you are providing supporting documentation the documentation **must** accompany this request or your letter. Placement on the agenda cannot be confirmed until supporting documentation has been received. Handouts will not be distributed at the meeting.

\*If presentation is larger, please bring into the Council Secretary on a thumb drive to allow downloading.

Alternatively supporting documentation may be emailed to: [councilsecretary@victoria.ca](mailto:councilsecretary@victoria.ca)

**Please note** that all presentations are held at a public meeting, therefore, the first page of this form, along with the supporting documentation is added to the agenda, which is made available to the public and posted on the City of Victoria's website. The second page of this form, containing your contact information, does not form part of the agenda, but may be released pursuant to the provisions of the *Freedom of Information and Protection of Privacy Act*.

Please complete both sides of the form and submit to:

Council Secretary  
Legislative Services Department  
City of Victoria  
1 Centennial Square  
Victoria, BC V8W 1P6  
T 250.361.0571  
F 250.361.0348  
Email: [councilsecretary@victoria.ca](mailto:councilsecretary@victoria.ca)



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By resolution of the Victoria City Council, any individual or delegation wishing to address Council is permitted to do so, only where previous written application for such hearing has been made. Each speaker is required to submit this form or provide a letter clearly outlining the subject matter to be discussed and the action being requested of Council. Complete and submit your request to address Council to Legislative Services by 11:00 a.m. on the Wednesday the day before the scheduled meeting. To ensure the Council receives your submission with their full agenda package, please submit it by 4:30 p.m. on the Monday two weeks before the Council meeting. Requests received after this time will be added to the Amended Agenda produced the Wednesday immediately prior to the Council meeting.

Speakers or delegations are limited to a maximum of five (5) minutes to present their material. Speakers may speak on more than one topic within the allotted five (5) minute period. Your request will be placed under the HEARINGS section of the Council meeting. Council must pass a resolution to permit you to address the meeting. On a majority vote of Council, you will be invited to make your presentation. Please come forward to the podium when your name is announced.

The Council bylaw states Council must not permit a delegation to address a meeting of the Council regarding:

- a bylaw or permit in respect to which a public hearing has been held or has been scheduled for a future date; or
- the promotion of commercial goods or services.

### AUDIO-VISUAL PRESENTATION GUIDELINES

- The Council Chamber is equipped with a laptop which projects images onto the screens in Council Chambers. The laptop is equipped with Microsoft Windows 7 and Windows Media Player, as well as VLS Media Player.
- Presentations must be received when the Request is submitted to allow staff to ensure the presentation will work on the City's equipment.
- It is recommended that presentations should be a minimum of 24 point type, preferably in Arial font, to maximize ease of viewing.
- The front page should indicate the subject matter, presenter's name, title and date of presentation.
- AV presentations should summarize the information being presented by the speaker.

Contact Person: \_\_\_\_\_

*Patty Shaw*

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

*24-4260 Burbank Cres.*

Telephone Number(s): \_\_\_\_\_

Email Address: \_\_\_\_\_