



1229 Esquimalt Road
Esquimalt BC V9A 3P1
PHONE: 250-414-7100
FAX: 250-414-7111
www.esquimalt.ca

PRESENTATION

APPLICATION TO MAKE A PRESENTATION TO COUNCIL

A maximum of 2 Presentations may be scheduled for a Council meeting, each limited to **10 minutes**. (See back for excerpt of Council Procedure Bylaw)

Please submit the completed application **by Noon on Wednesday prior to the preferred Council meeting** by: (1) email to corporate.services@esquimalt.ca, (2) mail or hand deliver to Municipal Hall, address above, or (3) fax to 250-414-7111. For further information, contact the Corporate Officer at 250-414-7135 or corporate.services@esquimalt.ca.

Name(s) and Title(s) of Presenter(s): Ian Robertson, CEO; Christine Willow, Chair

Name of Organization: Greater Victoria Harbour Authority (GVHA)

Daytime Phone No. 250-896-3795

Email: claviolette@gvha.ca

Preferred Date of Presentation to Council: one of the following - May 17, June 14, June 28
(Staff will email or telephone to confirm the meeting date once it is scheduled.)

Nature/Subject of Presentation: _____

GVHA presents its Member Agencies on an annual basis to update them on GVHA business. The presentation will give an overview of financial performance, major projects, opportunities and challenges.

March 9, 2021

Date of Application

Caralyn Laviolette

Digitally signed by Caralyn Laviolette
Date: 2021.03.09 13:10:31 -08'00'

Signature of Applicant

PowerPoint presentation? ☒ YES ☐ NO

If YES, please email your PowerPoint presentation to corporate.services@esquimalt.ca by Noon on the Wednesday prior to the Council meeting. Please note presentation are required to be 20 slides or less.

Handouts for Council? ☐ YES ☒ NO

If YES, please bring 10 copies to give to the Recording Secretary prior to the start of the Council meeting at 7:00 p.m.

Date Received:

FOR OFFICE USE ONLY

Date Presented to Council:

CORPORATION OF THE TOWNSHIP OF ESQUIMALT

For Information:

☐ CAO ☐ Mayor/Council

RECEIVED: MAR 10 2021

Referred: Rachel

☐ For Action ☐ For Response ☐ COTW

☐ For Report ☒ Council Agenda ☐ IC

APPLICANT ☒
CONTACTED ☐
PRESENTATION ☐
RECEIVED ☐
DATE: Mar 11/21
INITIALS: AF

Deborah Liske

Subject: FW: Scheduling GVHA Annual Presentation
Attachments: Presentation_Application_Template_fillable.pdf

From: Caralyn Laviolette <claviolette@gvha.ca>
Sent: March-09-21 1:18 PM
To: Rachel Dumas <rachel.dumas@esquimalt.ca>
Subject: RE: Scheduling GVHA Annual Presentation

Hi Rachel,
Please see out attached application to present to council. We are flexible with dates. Please let me know if you need anything else from me.

Thanks!
Caralyn

Caralyn Laviolette
Board Administrator

Greater Victoria Harbour Authority
100 – 1019 Wharf Street, Victoria, BC, V8W 2Y9, Canada
Phone 250.896-3795
claviolette@gvha.ca www.gvha.ca

Please note that my working hours are 8:30am – 2:30pm Monday to Friday. If this is urgent and outside of these hours, please call or text me on the number above.

CORONAVIRUS AND OUR SERVICES: GVHA remains open, however, we are adapting the way we work to maintain the health and safety of you and our team. This means visits to our office are by appointment only and in person appointments are made only in exceptional circumstances. Many of our office members are working remotely from home, and this may affect the response time to your e-mail. Please note that we are prioritizing our services based on our reduced staff levels and priorities. We encourage you to contact us via e-mail to discuss any specific questions or concerns you may have.

From: Alicia Ferguson <Alicia.Ferguson@esquimalt.ca>
Sent: March 8, 2021 3:51 PM
To: Caralyn Laviolette <claviolette@gvha.ca>
Cc: Rachel Dumas <rachel.dumas@esquimalt.ca>
Subject: RE: Scheduling GVHA Annual Presentation

Hi Caralyn,

Thanks for reaching out to schedule this. Attached is our Presentation Application form for completion. For scheduling please liaise with Rachel Dumas, Corporate Officer, who is copied on this email.

Regards,

Alicia Ferguson
Administrative Assistant/Deputy Corporate Officer

Township of Esquimalt | Corporate Services

Tel: 1-250-414-7157 | www.esquimalt.ca

For the latest on the Township's response to COVID-19, please visit esquimalt.ca/covid19



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From: Caralyn Laviolette <claviolette@gvha.ca>

Sent: March-08-21 1:49 PM

To: Alicia Ferguson <Alicia.Ferguson@esquimalt.ca>

Subject: Scheduling GVHA Annual Presentation

Hi Alicia,

I'm hoping you can either help me or point me in the right direction.

I would like to schedule GVHA's Member Agency Annual Presentation to the Township of Esquimalt Mayor & Council ideally between May 15 and the end of June.

Typically we schedule these sessions for late spring with the exception of last year when had to cancel the spring presentation due to the pandemic and move it to the fall. This year we are hoping to get back to our standard schedule.

Please let me know what date(s) would work for our CEO and Chair to present either virtually or in person to your organization.

I look forward to hearing from you. Thank you and have a wonderful week.

Caralyn

Caralyn Laviolette
Board Administrator

Greater Victoria Harbour Authority
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