



DELEGATIONS POLICY

(as per Section 12 of the Parks, Recreation and Culture Commission's Procedure Bylaw and as per Section 18 of the Council Procedure Bylaw)

All delegations requesting permission to appear before the Parks, Recreation and Culture Commission are required to submit a written request to the Parks, Recreation and Culture Department, outlining the topic of concern.

Commission Meetings are generally held on the 4th Wednesday at 7:00 p.m., in the Conference Room of the Bowen Park Complex located at 500 Bowen Road and are open to the public. Please note that there are no Commission meetings in August or December.

Requests to appear before Commission shall be received no later than 1:00 p.m. on the Wednesday prior to the Meeting, along with a copy of your presentation and supporting documentation, if applicable. The provision of a written brief prior to the Wednesday deadline enables the Commission Members to receive that information prior to the Meeting in order to obtain any necessary background to properly consider your presentation.

All delegation requests will be processed according to the attached chart.

Agendas for each Meeting are posted on the City of Nanaimo's website on the Friday prior to the meeting; or a copy is available from the Parks, Recreation and Culture Department (Bowen Park Complex lower floor) after 3:00 p.m. on the Friday prior to the Meeting, as well as at the Meeting. At the Meeting, please advise the Director of Parks, Recreation and Culture that you are in attendance; and you will be called upon when it is time to make your presentation to Commission. At the meeting, please ensure that the Recording Secretary has a copy of your presentation if it is different than that submitted.

PARKS, RECREATION AND CULTURE COMMISSION
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PROCESSING OF DELEGATION REQUESTS

If the request is received prior to 1 pm Wednesday, one week before the meeting.	If the request is received prior to 1 pm Tuesday, the day before the meeting.	If the request is received after 1 pm Tuesday, the day before the meeting.
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the delegation will be given 10 minutes to speak at the beginning of the meeting.	the delegation may be given 10 minutes to speak at the beginning of the meeting, subject to Commission approval.	the delegation may be given 5 minutes to speak at the beginning of the meeting, subject to Commission approval.

NOTE: *Multiple speakers on a single issue or topic shall be given **five minutes** each to make their presentations as per Section 18.6 of Council Procedure Bylaw 7060.*