

## REQUEST TO APPEAR AS A DELEGATION

### PREFERRED MEETING & DATE

<input type="checkbox"/> <b>COUNCIL</b> <i>(7:00 p.m. in the Shaw Auditorium, 80 Commercial Street)</i>  <b>Meeting Date Requested:</b> _____	OR	<input type="checkbox"/> <b>COMMITTEE OF THE WHOLE</b> <i>(4:30 p.m. in the Shaw Auditorium, 80 Commercial Street)</i>  <b>Meeting Date Requested:</b> _____
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### APPLICANT NAME & CONTACT INFORMATION

<b>Last Name</b>		<b>First Name</b>	
<b>Street Address:</b>		<b>City, Province, Postal Code</b>	
<b>Primary Phone No.</b>	<b>Fax:</b>	<b>Email:</b>	

### NAME OF PRESENTERS/ORGANIZATION

1. _____ 2. _____ 3. _____	<b>Supporting documentation (optional)</b>  <input type="checkbox"/> Handouts at the meeting <i>(please bring 11 copies and provide them to the Recording Secretary by 11:00 a.m. the day of the meeting.)</i>  <input type="checkbox"/> Audio/visual presentation <i>(must be received in pdf, jpg or PowerPoint format by <a href="mailto:Legislative.servicesoffice@nanaimo.ca">Legislative.servicesoffice@nanaimo.ca</a> before 11:00 a.m. on the Monday of the Meeting. Digital presentations are <b>not</b> accepted at the meeting. Phone 250-755-4405 for assistance.)</i>
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### SUBJECT AND PURPOSE OF PRESENTATION

Clearly outline the topic of your presentation:	
List desired outcome of presentation:	
<input type="checkbox"/> For Information <input type="checkbox"/> Requesting Action	<input type="checkbox"/> Requesting Funds <input type="checkbox"/> Other (provide details):
<b>TIME LIMIT:</b> A 5 minute maximum time limit applies to all delegations – only 3 delegations are permitted to speak to a single topic at Committee of the Whole meetings.	

### IMPORTANT INFORMATION ABOUT PRIVACY AND YOUR PRESENTATION

- **Freedom of Information and Protection of Privacy Act (FOIPPA)** Information collected on this delegation request form is done so under the general authority of the *Community Charter* and FOIPPA, and is protected in accordance with FOIPPA. Personal information will only be used by authorized staff to fulfill the purpose for which it was originally collected, or for a use consistent with that purpose.
- City of Nanaimo public meetings may be recorded and made available online for public access. By speaking at these meetings, you are consenting to disclosure of any personal information made evident through your speech or presentation materials. You are also asserting that your presentation is in compliance with the Federal *Copyright Act*, and grant the City of Nanaimo license to publish these materials.
- For further information regarding the collection, use, or disclosure of personal information, please contact the Legislative Services Department at 250-755-4405 or at [foi@nanaimo.ca](mailto:foi@nanaimo.ca).



**CITY OF NANAIMO**  
**DELEGATION INFORMATION**  
(as per Section 19 of Council's Procedure Bylaw)

All delegations requesting permission to appear before Council or the Committee of the Whole are required to submit a written request to the Legislative Services Department, outlining the topic of concern.

Council Meetings are generally held the 1<sup>st</sup> and 3<sup>rd</sup> Monday at 7:00 p.m., in the Shaw Auditorium located in the Vancouver Island Conference Centre at 80 Commercial Street and are open to the public. Committee of the Whole Meetings are generally held on alternate Mondays at 4:30 p.m., in Shaw Auditorium, Vancouver Island Conference Centre at 80 Commercial Street. For meeting dates, please refer to the *Council Key Date Calendar* which is available from the Legislative Services Department or on the City's Website as this schedule may be subject to change throughout the year.

Requests to appear before Council shall be received no later than 11:00 a.m. on the Monday of the Meeting, along with a copy of your presentation and supporting documentation, if applicable.

Requests to appear before the Committee of the Whole shall be received no later than 11:00 a.m. on the Friday 10 days prior to meeting. Presentations and supporting documentation, if applicable, must be received no later than 11:00 a.m. on the Friday prior to the Meeting.

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

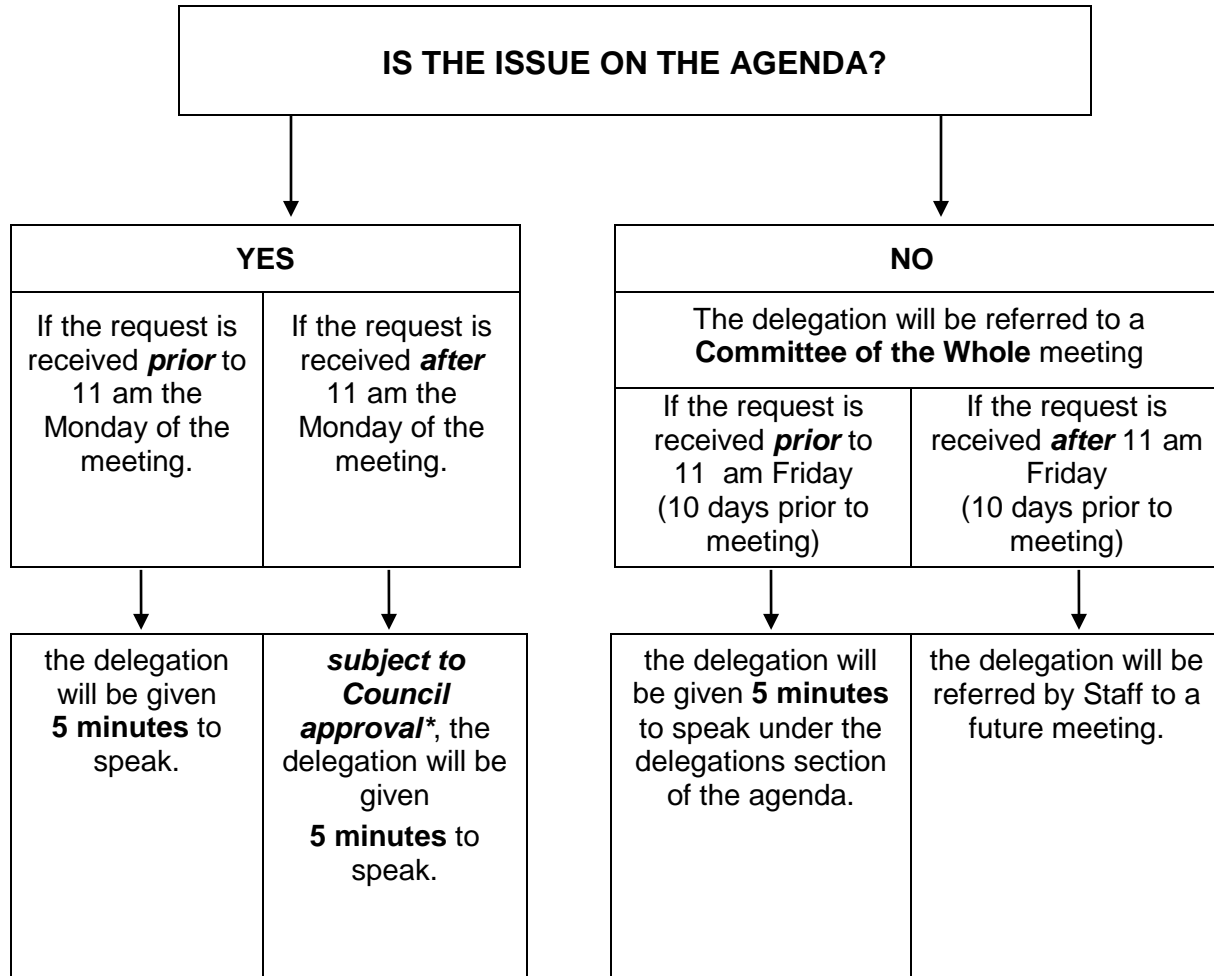
Agendas for each Meeting are available from the Legislative Services Department after 4:00 p.m. on the Thursday, 4 days prior to the Meeting, as well as at the Meeting. The Agenda is also available on the Internet. Once at the Meeting, please advise the City Clerk or Recording Secretary that you are in attendance, and you will be called upon when it is time to make your presentation to Council. Please ensure that the Recording Secretary has a copy of your intended presentation.

***Freedom of Information and Protection of Privacy Act (FOIPPA)***

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LEGISLATIVE SERVICES DEPARTMENT  
455 Wallace Street Nanaimo, B.C. V9R 5J6  
Phone: 250-755-4405 Fax: 250-755-4435  
E-mail: [legislativeservices.office@nanaimo.ca](mailto:legislativeservices.office@nanaimo.ca)  
[www.nanaimo.ca](http://www.nanaimo.ca)

# PROCESSING OF DELEGATION REQUESTS



\* delegations who wish to appear before Council after the deadlines have passed must contact a member of Council to request that they bring forward a motion to allow them to speak.

**NOTE:** For **Committee of the Whole** Meetings only three delegations are permitted per agenda item.