

## REQUEST TO APPEAR AS A DELEGATION

### PREFERRED MEETING AND DATE

<input type="checkbox"/> <b>COUNCIL</b> (7:00 p.m. in the Shaw Auditorium 80 Commercial Street)  <b>Meeting Date Requested:</b> 	<input type="checkbox"/> <b>FINANCE AND AUDIT COMMITTEE</b> (9:00 a.m. in the Shaw Auditorium 80 Commercial Street)  <b>Meeting Date Requested:</b> 	<input type="checkbox"/> <b>GOVERNANCE AND PRIORITIES COMMITTEE</b> (1:00 p.m. in the Shaw Auditorium 80 Commercial Street)  <b>Meeting Date Requested:</b> 
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### APPLICANT NAME AND CONTACT INFORMATION

<b>Last Name:</b>		<b>First Name:</b>	
<b>Street Address:</b>		<b>City, Province, Postal Code:</b>	
<b>Primary Phone Number:</b>	<b>Email:</b>		
If the option is available, I would prefer to present electronically, over Zoom.	<input type="checkbox"/> Yes, I will present and attend the meeting electronically. <input type="checkbox"/> No, I will physically attend the meeting in person.		

### NAME OF PRESENTERS/ORGANIZATION

1. _____ 2. _____ 3. _____	<b>Supporting Documentation (optional):</b> <input type="checkbox"/> Handouts at the meeting (please provide one copy to Legislative Services Office*. Handouts cannot be more than 10 pages.) <input type="checkbox"/> Audio/visual presentation (must be received in PDF or PowerPoint format by <a href="mailto:Legislative.ServicesOffice@nanaimo.ca">Legislative.ServicesOffice@nanaimo.ca</a> *. Presentation materials are <b>not</b> accepted at the meeting. Phone 250-755-4405 for assistance.) <i>*For submission deadlines, please review page four of this document.</i>
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### SUBJECT AND PURPOSE OF PRESENTATION (must be within the mandate or Council jurisdiction)

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 below):
<b>TIME LIMIT:</b> A five (5) minute maximum time limit applies to all delegations. Delegation presentations from the same organization or group will be grouped together and allotted five (5) minutes combined.	

### IMPORTANT INFORMATION ABOUT PRIVACY AND YOUR PRESENTATION

- Information collected on this form is done so under the general authority of the Community Charter and Freedom of Information and Privacy Protection Act (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.
- Regular Council and Committee meetings that are open to the public are webcast using live-streaming video technology and may be recorded for video-on-demand access for subsequent viewing. By speaking at these meetings, you are consenting to disclosure of any personal information made evident through your speech or presentation materials, and acknowledging that this information may be disclosed and/or accessed outside of Canada. Personal information may include your image, name, address, and personal opinions. 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. Individuals presenting to Council or Committees are requested to not disclose third-party information or it may be redacted.
- For further information regarding the collection, use, or disclosure of personal information, please contact the Legislative Services Office at 250-755-4405 or at [foi@nanaimo.ca](mailto:foi@nanaimo.ca).

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## **DELEGATION INFORMATION**

**(as per Sections 19 and 50 of *Council Procedure Bylaw 2018, No. 7272*)**

Delegations requesting permission to appear before Council or Committee must submit their request to the Legislative Services Office. For deadlines, please review page four of this document.

For topics related to bylaw contraventions or remedial actions considered at the Special Council meetings, the Chair will provide an opportunity for property owners to speak if attending in person. A delegation request is only required if you wish to participate electronically via Zoom.

All speakers on any item will be given five (5) minutes to speak. A maximum of four (4) delegations will be permitted on items not pertaining to agenda. Multiple delegations from the same organization or group, on the same topic, will be combined and have a five-minute time limitation.

### **Meetings Information**

Council meetings are generally held the first and third Monday at 7:00 pm, in the Shaw Auditorium located in the Vancouver Island Conference Centre at 80 Commercial Street and are open to the public. Special Council (Public Hearing) meetings are generally held the third Thursday of the month at 7:00 pm, in the Shaw Auditorium. Finance and Audit Committee meetings are typically held the third Wednesday of the month at 9:00 am in the Shaw Auditorium.

For all Council and Committee meeting dates, please refer to the *Key Date Calendar* which is available from the Legislative Services Office or on the City's website as this schedule may be subject to change throughout the year.

For information regarding all City Committees, please visit the Boards and Committees webpage.

All delegation requests are screened by the Corporate Officer.

### **Agendas Information**

Front pages of Monday Council meeting agendas are available from the Legislative Services Office on the Wednesday, five (5) days prior to the meeting. The full agenda is available on the City's website. The full agenda for Special Council meetings is available on the City's website on the Thursday of the week preceding the meeting week.

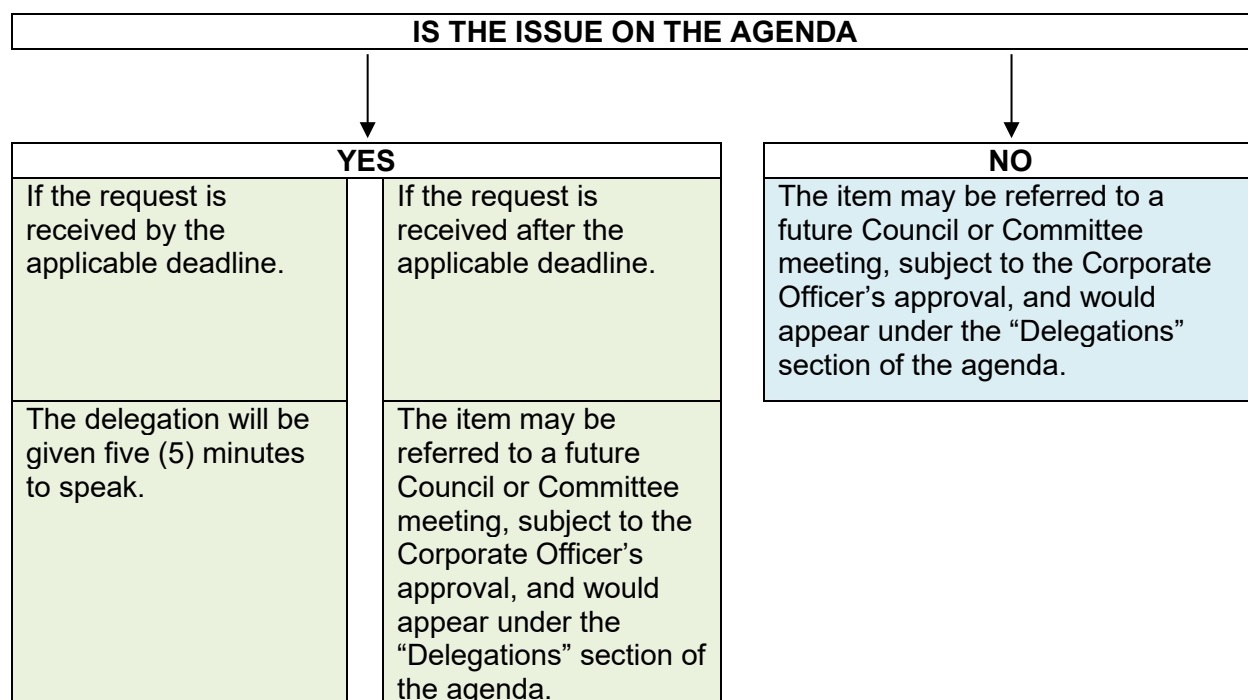
The full agendas for majority of Committee meetings are available on the City's website on the Friday of the week preceding the meeting week.

### **Providing a Presentation?**

Presentations must be in PowerPoint or PDF format with a clear order to the slides. A remote control will be provided to you at the meeting for you to control your images. Please arrive 10 minutes before the meeting to check in with technical support staff. If participating electronically a staff member will advance the slides for you when you say "next slide". Electronic participants will not be permitted to share their screens.

Once at the meeting, let the Recording Secretary or Corporate Officer know you are in attendance. You will be called when it is time to make your presentation.

## PROCESSING OF DELEGATION REQUESTS



*Note: If your delegation includes a request for funds, it will be directed to the next available Finance and Audit Committee Meeting.*

## THE HIERARCHY OF LAWS

The hierarchy of laws applicable to municipal governments, elected officials and staff:

- **Provincial Legislation:** includes the *Community Charter, Local Government Act, Privacy Laws, Employment laws*, etc.
- **Bylaws:** a form of legislation established by local government to resolve local issues. Best practices for bylaws are high level rules supplemented by guidelines so that changes can be made without bylaw amendments.
- **Motions/Resolutions:** record of a decision or request of Council which deals with regular administrative and management matters.
- **Policies:** corporate direction that is formally adopted by Council resolution, providing guidance to staff on how to implement policies.
- **Guidelines:** used for the interpretation of a bylaw to ensure it is consistent with the relevant clause and does not override it.

## MEETING PRESENTATIONS VERSUS DELEGATIONS

	<b>Presentations</b>	<b>Delegations Pertaining to Agenda</b>	<b>Delegations Not Pertaining to Agenda</b>
<b>Definition</b>	Person(s) or organization(s) <b>invited by Council or Staff</b> to make a presentation to a Council Body on a specific topic.	A person, group, or organization which <b>requests to speak at a Council or Committee meeting</b> on a specific agenda item.	A person, group, or organization which <b>requests to speak at a Council or Committee meeting</b> on a <b>non-agenda item</b> .
<b>Who Can Extend the Invite</b>	Council or Staff only.	No invite is needed.  Delegations submit a request form available on the <a href="#">Appearing as a Delegation webpage</a> or in print at the Legislative Services Office.	No invite is needed.  Delegations submit a request form available on the <a href="#">Appearing as a Delegation webpage</a> or in print at the Legislative Services Office.
<b>Scheduled By</b>	Staff in relevant department(s).	Legislative Services Office.	Legislative Services Office in consultation with relevant department(s).
<b>Appear Before</b>	Council.  Presentations may be referred to a Committee by Council, or invited to a Committee by Staff as appropriate.	At the applicable Council or Committee meeting depending on the meeting agenda.	Council or a Committee as determined by the Corporate Officer in accordance with the <a href="#">Council Procedure Bylaw</a> .
<b>Speaking Limit</b>	10 to 20 minutes.	Five (5) minutes.	Five (5) minutes.
<b>Submission Deadlines</b>	Details and materials are due by the agenda submission deadlines in accordance with the <a href="#">Council Procedure Bylaw</a> .	Request form, and presentations and handout materials, if applicable, are due by 11 a.m. on the Friday prior to a Monday meeting.  For a Committee that meets on another day, submissions are due 11 a.m. the day prior to the meeting.	Request form is due by 9 a.m. on the Monday the week prior to a Monday meeting.  For a Committee that meets on another day, the request form is due seven (7) calendar days prior to the meeting day.  Presentations and handout materials are due by 11 a.m. one (1) business day prior to the scheduled meeting day.

Updated: 2025-JUL-24