

## REQUEST TO APPEAR AS A DELEGATION

### PREFERRED MEETING & DATE

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

Last Name:		First Name:	
Street Address:		City, Province, Postal Code:	
Primary Phone Number:	Email:		
If the option is available, I would prefer to present electronically, over Zoom.	<input type="checkbox"/> Yes, I will present electronically and not physically attend the meeting in person. <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 by 11:00 a.m. the Friday before the meeting, for Council, or 11:00 a.m. the day prior to the meeting for Committees. 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> the Friday before the meeting, for Council, or 11:00 a.m. the day prior to the meeting for Committees. Digital presentations are <b>not</b> accepted at the meeting. Phone 250-755-4405 for assistance.)
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### SUBJECT AND PURPOSE OF PRESENTATION (must be within municipal 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 (Finance and Audit Committee meetings only) <input type="checkbox"/> Other (provide details below):
<b>TIME LIMIT:</b> A 5 minute maximum time limit applies to all delegations. Presentations from the same organization or group will be grouped together and allotted 5 minutes combined.	

### 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.
- Please be advised 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, and acknowledging that this information may be disclosed and/or accessed outside of Canada. 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 Sections 19 and 50 of Council's Procedure Bylaw)**

All delegations requesting permission to appear before Council or Committee 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. 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. All delegation requests are reviewed by the Corporate Officer.

A Delegation requesting to appear before Council for a matter that is on the agenda must submit a written request, including an outline on the agenda matter to the Corporate Officer by 11:00 am the Friday prior to the Monday meeting, or in the case of a Committee meeting, 11:00 am the day prior the scheduled meeting, along with a copy of your presentation and supporting documentation, if applicable. No late presentations will be displayed at the meeting.

A Delegation requesting to appear before Council for a matter that is not on the agenda must submit a written request, including an outline on the matter to the Corporate Officer by 9:00 am, on the Monday the week prior to the Monday meeting. In the case of a Committee that meets on another day, written requests must be received seven calendar days prior to the Committee meeting.

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

Requests to appear before the Finance and Audit Committee Meetings are due by 11:00 a.m. the day prior to the meeting. All presentation materials must be received by the Legislative Services Department by 11:00 a.m. the day prior to the meeting. No late presentations will be displayed at the meeting.

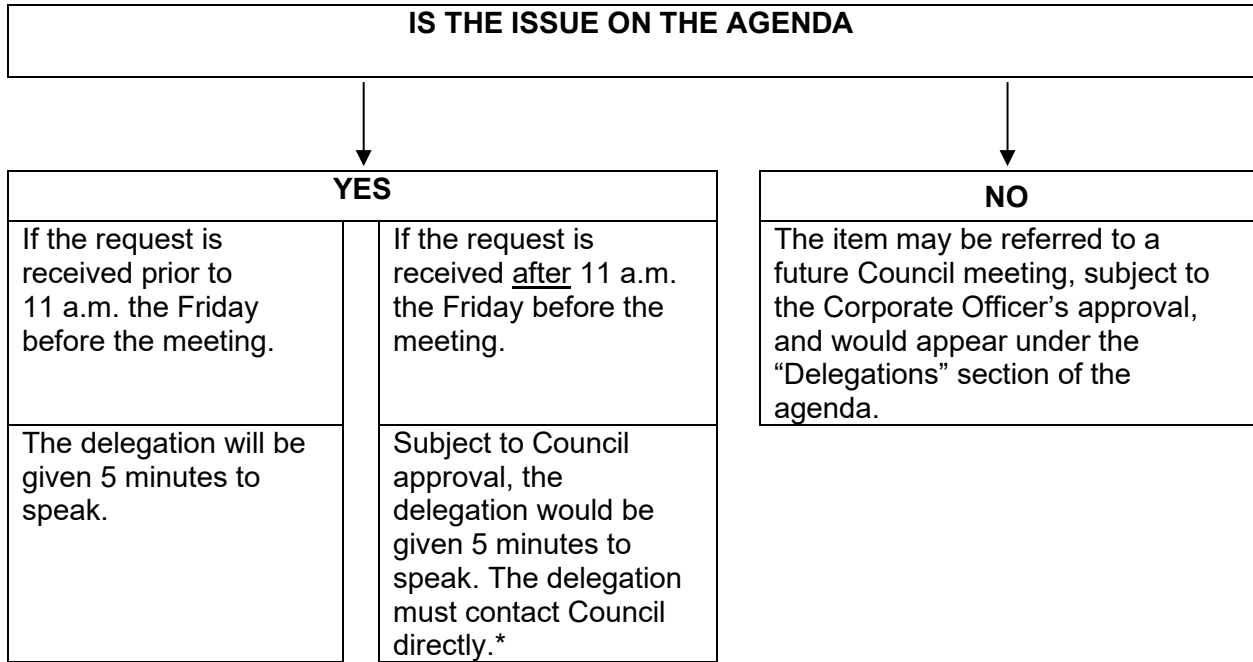
Agendas for Council meetings are available from the Legislative Services Department on the Wednesday, 5 days prior to the Meeting. The agenda is also available on the internet.

***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: [Legislative.ServicesOffice@nanaimo.ca](mailto:Legislative.ServicesOffice@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.*

Updated: 2025-APR-10