

# 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>  Meeting Date Requested: _____	<input type="checkbox"/> <b>FINANCE AND AUDIT COMMITTEE</b> <i>(9:00 a.m. in the Boardroom, 411 Dunsmuir Street)</i>  Meeting Date Requested: _____	<input type="checkbox"/> <b>OTHER COMMITTEE</b>  Committee Requested: _____  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 <i>(please provide one copy to Legislative Services by 11:00 a.m. the Friday before the meeting. Handouts cannot be more than 10 pages.)</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. the Friday before 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 <i>(Finance and Audit Committee meetings only)</i> <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 Section 19 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. 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 Council shall be received no later than 11:00 a.m. the Friday before the Meeting, along with a copy of your presentation and supporting documentation, if applicable.

Presentations for Finance and Audit Committees are due at 11:00 a.m. the Friday before the meeting.

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

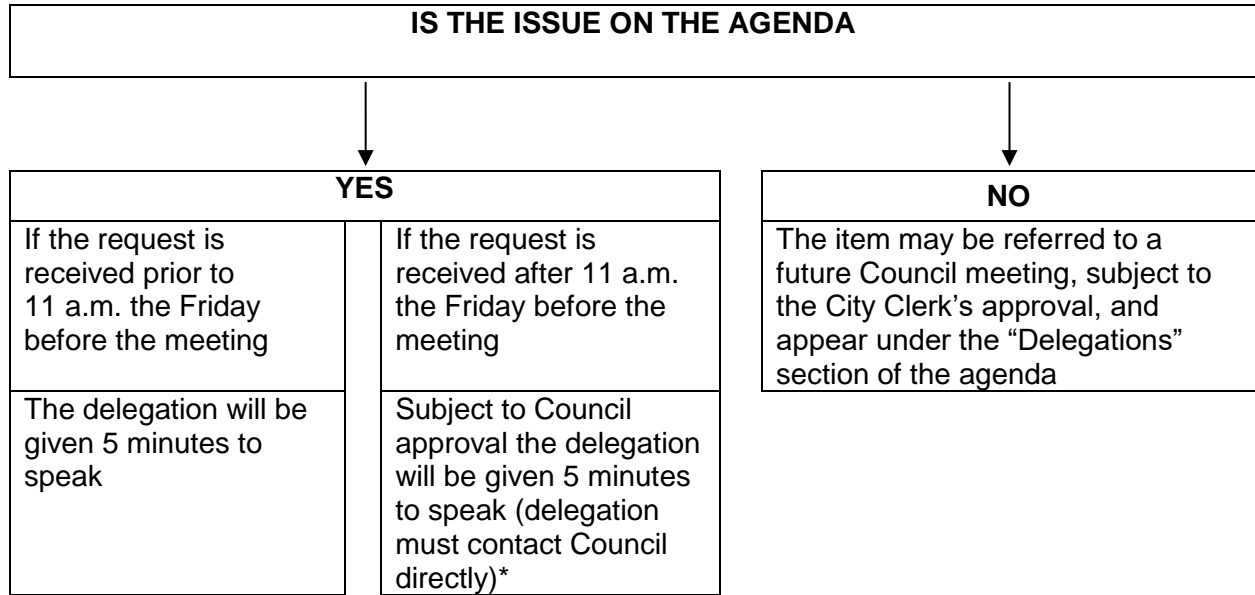
Agendas for each Council meeting are available from the Legislative Services Department after 4:00 p.m. on the Wednesday, 5 days prior to the Meeting, as well as at the Meeting. The Agenda is also available on the Internet. Once at the Meeting, please advise the City Clerk or Recording Secretary that you are in attendance, and you will be called upon when it is time to make your presentation to Council.

***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:**

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

*Updated: 2021-OCT-21*