



A Guide for Delegations
to the Regional District
of Nanaimo Board



What is a Delegation?

Members of the public or organizations, who wish to make presentations to the Board are called delegations.

How do I know if I should appear as a Delegation?

Before you decide to appear before the Board, you may wish to discuss your concerns with a Board Member or Regional District staff. Your issue may be able to be resolved without appearing as a delegation, and staff can also advise you on steps to take so that your concerns are addressed. If staff is unable to satisfy your concern you will be directed to the Corporate Officer who will determine whether your concern is best addressed at one of the Advisory or Select Committees or directly by the Board.

Delegation requests will not be accepted should your concern be related to:

- A matter that is before the Courts or is about an issue on which the Board is seeking a legal opinion
- A bylaw in respect of which a public hearing has been held, where the public hearing is required under an enactment as a pre-requisite to the adoption of the bylaw
- Personnel matters
- Matters that are the subject of a claim for damages
- Other delegation's requests
- If the issue is outside the jurisdiction of the legal authority of the Regional District
- Publicly tendered contracts or proposal calls for the provision of goods, services or construction for the Regional District of Nanaimo between the time that such contract or proposal has been issued and the time such contract or proposal call has been awarded either by the Board or staff.



Registering as a Delegation

Anyone wishing to make a presentation to the Board or to a Committee as a delegation to speak to items not on the agenda must submit their request to the Corporate Officer or designate at least seven working days prior to the requested meeting. Requests to appear as a delegation on an agenda item must be received no later than 24 hours prior to the scheduled meeting.

A maximum of three (3) delegations are permitted at each meeting regarding items not on the agenda.

Visit www.rdn.bc.ca/appearing-as-a-delegation and fill out the electronic 'Request to Appear as Delegation' form.

There is no legal requirement for the Board to accept all delegation requests. Each request will be considered on a case-by-case basis.

Content of Request

Your request must include:

- The date of the meeting you wish to appear;
- The subject matter to be discussed;
- The name of the spokesperson;
- The phone number and email address of the representative of the delegation;
- The specific action that is being requested of the Board or the Committee;
- An executive summary and any additional background material or correspondence to include with the meeting agenda;
- Whether you will be attending in person or electronically.



Formalities during Board and Committee meetings

The following information is provided for your assistance when preparing to address Board members at a Board or Committee meeting:

- The Chair will invite delegations to the speaker's podium to make their presentation.
- Comments at the Board meeting should be directed to the Chair.
- Before making your comments please turn on the microphone and then introduce yourself and any organization or group you are representing.
- Please speak directly into the microphone so that your input can be clearly heard.
- The Chair may be referred to as "Chair" and other Board members as "Director".
- Delegations are limited to five (5) minutes.
- Disruptive or disrespectful conduct by a delegation is prohibited.
- The Chair and Directors may ask questions of the delegation to seek clarification.

Be aware that comments on some issues may be restricted by legal requirements or policy. The Chair and Directors may ask questions of Regional District staff. The Chair will indicate when the question period is complete and your session is over. You may resume your seat and watch the remainder of the meeting. If you decide to leave the meeting at this time, please leave in a quiet, orderly manner so as not to interrupt the proceedings.

The Chair may grant other persons or a spokesperson for a group of persons in gallery attendance permission to address the Board on the subject matter.

After the presentations the Board may make a decision, refer the item to the appropriate department for further action, input or advice during the 'Business Arising from Delegations' portion of the agenda.

Format of the Regional District of Nanaimo Board Meeting

Regional District of Nanaimo Board meetings are normally held on the **second and fourth Tuesday of each month at 1:00 p.m.** unless decided otherwise by resolution of the Board.

Delegations speaking to items on the agenda will be placed at the item on the agenda. **Delegations speaking to items not on the agenda will be placed near the beginning of the agenda.**

Format of the Electoral Area Services Committee Meeting

Regional District of Nanaimo Electoral Area Services Committee meetings are normally held on **the first Thursday of each month at 1:00 p.m.** unless decided otherwise by resolution of the Board.

Delegations speaking to items on the agenda will be placed at the item on the agenda. **Delegations speaking to items not on the agenda will be placed at the beginning of the agenda.**

Format of an Advisory or Select Committee Meeting

Advisory and Select Committee dates and times vary. Meeting dates and times are updated regularly on the Regional District of Nanaimo's Notice Board and Website.

Delegations speaking to items on the agenda will be placed at the item on the agenda. **Delegations speaking to items not on the agenda will be placed near the beginning of the agenda.**

Presentation Requirements

Name of presenter, **subject** of presentation, **action being requested** and **executive summary of presentation**, as well as **supporting documentation** or correspondence provided by delegations, will be made public and will be available for review by Directors in advance of the meeting.

Audio/visual presentations will become public when shown at the meeting and will be reviewed in advance by authorized staff and Directors as necessary.

Audio/visual presentations **must** be submitted **at least 24 hours before the meeting**. A remote control will be provided to you at the meeting for you to control your slides/images, and it is recommended that you arrive 10 minutes in advance to check in with technical support staff.

Contact Us



Phone: 250-390-4111



Email: delegations@rdn.bc.ca



Web: www.rdn.bc.ca



REGIONAL
DISTRICT
OF NANAIMO

Regional District of Nanaimo
6300 Hammond Bay Road
Nanaimo, BC, V9T 6N2