



REGIONAL  
DISTRICT  
OF NANAIMO

# A Guide for Delegations to the Regional District of Nanaimo Board



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## ► What is a Delegation?

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

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## ► 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 to the Committee of the Whole or 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. The Board cannot hear from delegations after a public hearing has been held, or if the issue is outside the jurisdiction of the legal authority of the Regional District.

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



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## ► 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.

Visit [www.rdn.bc.ca/appearing-as-a-delegation](http://www.rdn.bc.ca/appearing-as-a-delegation) and fill out the electronic 'Request to Appear as Delegation' form.

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## ► 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.

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## ► Formalities during Board or 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.
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- 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 in order 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.
- After initial presentation, 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.
- At the close of the delegation the Board may make a decision or refer the item to the appropriate department for further action, input or advice during the ‘Business Arising from Delegations’ portion of the agenda.

Delegations wishing to speak on a Development Permit with Variance or a Development Variance Permit will be afforded an opportunity to speak at the time the item is being considered on the agenda and will be given a maximum of 5 minutes to make their presentation.

An owner wishing to speak on an Unsightly Premises or a Building Bylaw Contravention will be afforded that opportunity at the time the item is being considered on the agenda.

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## ► Format of the Regional District of Nanaimo Board Meeting

Regional District of Nanaimo Board meetings are normally held **on the fourth Tuesday of each month at 7:00 p.m.** unless decided otherwise by resolution of the Board.

Delegations speaking to items on the agenda will be placed at the start of the agenda. **Delegations speaking to items not on the agenda will be placed at the end of the agenda.**

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## ► Format of the Committee of the Whole Meeting

Regional District of Nanaimo Committee of the Whole meetings are normally held **on the second Tuesday of each month at 3:00 p.m.** unless decided otherwise by resolution of the Board.

**All delegations will be placed at the start of the agenda.**

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## ► Format of the Electoral Area Services Committee Meeting

Regional District of Nanaimo Electoral Area Services Committee meetings are normally held **on the second Tuesday of each month at 1:30 p.m.** unless decided otherwise by resolution of the Board.

**All delegations will be placed at the start of the agenda.**

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## ► Format of an Advisory or Select Committee

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

**All delegations will be placed at the start of the agenda.**

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## ► 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 made available for review by Directors in advance of the meeting.

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

Audio/visual presentations must be submitted prior to **11:00 am on the day of 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.

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 [www.rdn.bc.ca](http://www.rdn.bc.ca)

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