



THOMPSON-NICOLA REGIONAL DISTRICT

BOARD OF DIRECTORS

DELEGATION GUIDELINES

1. In order to schedule a date to appear before the Board, delegations must provide the minimum information identified on this form for consideration by the Chair and Corporate Officer. The provision of this information clarifies the purpose of the delegation for the Board. In general, the Board meets once per month, and only two delegations are heard. Delegations are usually heard at approximately 1:20 – 1:45 PM, after public hearings. **Please note: delegation hearings are scheduled approximately three (3) months from their requested date - if approved.**
2. Delegations are permitted a maximum **ten (10) minutes for the delegation's presentation** and then approximately five (5) minutes for the Board's questions (this may run longer).
3. Delegations will be heard and may then be asked questions by the Board members. After all questions are finished, the delegation will be asked to be seated. When all of the delegations have been heard, the Board will debate the merits of the requests and decide on their response. **Any financial requests will be decided upon at the following meeting.** Members of the delegation are welcome to stay (or return) and listen to the debate and final decision; however, they will not be allowed to speak once they have been asked to be seated. After the response to the delegations is complete, the delegation is free to leave the Board Room, or stay and listen to the remainder of the meeting.
4. If you require an overhead projector or other presentation tool, please advise staff in advance. **Powerpoint presentations should be either emailed or delivered to the Executive Assistant NO LATER THAN nine (9) days prior to your date of presentation.** This ensures that the presentation can be added to the Board agenda, scanned for viruses, and its formatting is compatible with our computer systems. Paper copies of your presentation can be brought as back up in case of system failure.
5. If you have any additional materials that you would like the Board to consider as support for your presentation, **please email or deliver a copy of the material to the Executive Assistant NO LATER THAN the Tuesday morning (10:00 AM) nine (9) days prior to your date of presentation.** This will ensure that all the Board members receive your materials prior to the meeting and can be better informed as to the background of your presentation. Additional copies can be printed and available to the media on the date of the presentation.



DELEGATION REQUEST FORM

In order to appear before the Board as a delegation, please take the time to complete this form. It will help you in providing the Board and regional district staff with an overview of your presentation and the key points you wish to bring to the Board's attention. We ask that you **keep your presentation to a MAXIMUM of ten (10) minutes** so that there will be a reasonable amount of time for the Board to address any questions that may arise.

PLEASE NOTE that the information contained on this form, the delegation's presentation and any supporting materials will be included on the agenda (time permitting), and will therefore be made available to the public and the media at the time the agenda is published.

1. Name of Organization or Group

2. Name(s) and title(s) of Person(s) making presentation:

3. The topic of your presentation to the Board

4. What are you seeking from the Board as a result of your delegation's presentation? (i.e. a letter of support, a change in a bylaw or policy, to provide information only, etc):

5. Are you or your group seeking any form of financial assistance or funding from the TNRD?

No, no further information is required from you

Yes, please complete the remaining questions

6. What value does your project provide regionally?

7. Briefly explain how your request aligns with our strategic priorities? (You can find the strategic priorities of the TNRD by clicking here: [TNRD Strategic Plan](#)).

8. How will you communicate the success of your project or plan back to the Board if your request is approved?

9. If seeking financial assistance, you must attach a budget for your project along with expected sources of revenue.

Budget attached including expected sources of revenue

Thank you for taking the time to prepare yourself and the Board Members for your presentation.