



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 the form for inclusion in the agenda. The provision of this information clarifies the purpose of the delegation for the Board. Only two delegations are heard, and delegations are usually heard at approximately 1:20 – 1:45 p.m., after public hearings.
2. Delegations are permitted a maximum of fifteen (15) minutes. **Ten (10) minutes are allocated for the delegations presentation** and five (5) minutes are allocated for the Board's questions.
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. Members of the delegation are welcome to stay and listen to the debate and final decision; however, they should be aware that 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 virus' and it's formatting is compatible with our computer systems. Paper copies of your presentation should be brought as back up in case of system failure.
5. If you have additional printed materials that you would like the Board to read as support for your presentation, please deliver a copy of the material to the Executive Assistant NO LATER THAN the Thursday morning (10:00 AM) one week 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 should be printed and available to the media on the date of the presentation.

All delegations are booked through the Executive Assistant
Telephone: (250) 377-6281 or by Fax: (250) 372-5048
Email: aqredling@tnrd.ca



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 be therefore 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. funding, a letter of support, a change in a bylaw or policy, to provide information only):

5. If you or your group are seeking some form of financial assistance, please explain why you feel that the TNRD should be funding your request:

7. If seeking financial assistance please attach a budget for your project and 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.