



# 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 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 1:30 – 2:00 p.m., after public hearings.
2. Delegations are permitted **a maximum of ten (10) minutes for the delegations presentation** and then approximately five (5) minutes are allocated for the Board's questions (this may run longer).
3. If you are making a **PowerPoint presentation, please email or deliver it to Legislative Services [legservices@tnrd.ca](mailto:legservices@tnrd.ca) at least two days prior to the Board meeting (TUESDAY at noon)**. This ensures that the presentation can be 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.

**Please submit all delegation requests to the attention of the Corporate Officer at [legservices@tnrd.ca](mailto:legservices@tnrd.ca)  
For more information, please contact Deanna Campbell, Corporate Officer at 250-377-7051.**

*Please note: any requests for funding must be made through the Regional Grants and Sponsorships Policy application process. To obtain an application or for more information about this process please contact the Chief Financial Officer at [cfox@tnrd.ca](mailto:cfox@tnrd.ca) or 250-377-6318.*



## 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 may be included on the agenda (time permitting) and will be made available to the public and the media at the time the agenda is published.

1. Name of Organization or Group  
& Contact Information:
  
2. Name(s) and title(s) of Person(s) making presentation:
  
3. The subject of your presentation is:
  
4. What are you seeking from the Board? (i.e. a letter of support, change in a bylaw or policy, to provide information only etc.):
  
5. What value does your project/subject provide regionally?: