

All delegations and delegation requests must adhere to *Council Procedure Bylaw No. 5200, 2022*. Requests to appear before Council-in-Committee must be received at least **seven (7) business days** prior to the date of the meeting at which the delegation wishes to appear. Upon receipt of this completed form, the Legislative Services Division will process your request and City Staff may contact you prior to the scheduling of your delegation.

If your delegation plans to use an **on-screen presentation**, it must be received by noon **at least six (6) business days prior to the date of the meeting** at which the delegation wishes to appear. The on-screen presentation must be in PowerPoint or PDF format and will be included in the meeting Agenda Package which will form part of the public record.

Council-in-Committee meetings are generally held on the same day as Regular Council Meetings and typically start at 12:30 p.m. See the current [Council Meeting Schedule](#) for upcoming meetings.

Presentations from the public shall be limited to five (5) minutes and shall be confined to the subject which was indicated in the written request. After your presentation, members of the Committee may or may not ask questions, seek clarification or provide comment with respect to the information presented.

Primary Contact Information

Name of Primary Contact: _____

Title of Primary Contact: _____

Name of Organization (if applicable): _____

Email or Phone (choose preferred method of primary contact): _____

Mailing Address: (Only provide if you do not wish to receive correspondence/confirmation by email)

Address: _____ City: _____ Postal Code: _____

Presenter(s) Information

Presenter #1:

Same as primary contact: ☐ OR complete information below

Name of Presenter: _____

Title of Presenter (if applicable): _____

Name of Organization (if applicable): _____

Continued on the next page...

Presenter(s) Information (continued)

Presenter #2 (if applicable):

Name of Presenter: _____

Title of Presenter (if applicable): _____

Name of Organization (if applicable): _____

Presentation Date

Preferred date of Council-in-Committee Meeting at which you wish to appear: _____

Presentation Topic

Please provide a concise reason you wish to appear before the Council-in-Committee (i.e. presentation topic and/or request). If provided space is not sufficient, please attach another page.

Date delegation request submitted: _____

Please return completed form, along with any additional information or materials, in one of the following ways:

- **Email:** clerks@coquitlam.ca
- **Regular Mail:** Legislative Services Division, Coquitlam City Hall, 3000 Guildford Way, Coquitlam, BC, V3B 7N2
- **In Person:** Legislative Services Office, 2nd Floor, Coquitlam City Hall, 3000 Guildford Way, Coquitlam, BC, V3B 7N2

The City of Coquitlam is committed to providing a safe, welcoming and inclusive environment for all. Members of delegations are expected to be respectful when interacting with staff, councillors and others. Discriminatory behavior, threats, violence or the use of profanity will not be tolerated.

Please Note: The personal information on this form is collected in accordance with section 26(d) of the Freedom of Information and Protection of Privacy Act for the purpose of scheduling your delegation (and any required follow-up) and to be included as part of the agenda package for the meeting at which your delegation is scheduled. As such, the information noted on this page will be made available for viewing to the general public as part of a future agenda package, both in person at Coquitlam City Hall and on our website at coquitlam.ca/agendas. If you have any questions about the collection, use or disclosure of this information, please contact the City Clerk's Office (see contact details above).