

DELEGATION REQUEST FORM

Members of the public may request to make a presentation to Port Coquitlam City Council at a Council Meeting about issues affecting the City. Depending on the topic, some delegations will be scheduled for a Committee of Council meeting prior to/instead of going to Council. PLEASE NOTE: The Corporate Office will make that determination and confirm with the requester.

To request to be a delegation, complete the form below and submit by email to: legislativeservices@portcoquitlam.ca or you can deliver this form in person / or by mail to:

Port Coquitlam City Hall
Attn: Legislative Services
2580 Shaughnessy Street
Port Coquitlam, BC V3C 2A8

Preferred Council Meeting date:

A Legislative Services staff member will contact you to confirm your attendance at the meeting. If you require any audio/visual equipment, please advise the staff member at that time.

Applicant's Name:

Speaker's Name (if a different person):

Title and Organization (if applicable):

Email:

Phone Number:

Mailing Address (incl. postal code):

Personal information entered on this form is collected under the authority of Section 26(c) of the *Freedom of Information and Protection of Privacy Act* (FOIPPA) for the purposes of processing your input. If you have any questions or concerns about the collection of this information, please contact the City's Records and FOIPPA Administrator at 604.927.5250 or legislativeservices@portcoquitlam.ca.

Please fully describe the topic you wish to address:

Will you be seeking a specific action or decision? If so, please explain:

Will you have PowerPoint slides to accompany your verbal presentation?

- Yes
- No

Will you have related documents that you would like included in the agenda package?

- Yes
- No

Criteria:

- Requests must be made in writing by noon on the Tuesday prior (one week before) to the Council meeting at which, you wish to appear. If there is no available time slot, a staff member will contact you.
- There will be a maximum of two speakers, per delegation.
- A maximum of five minutes will be given per delegation, regardless of whether there is one speaker or two.
- Materials to be included in the agenda must be provided to the Corporate Office by noon on the Wednesday prior to the Council meeting.
- There will be a maximum of six slides per PowerPoint presentation. (Presentations, incl. content and visualizations, must be factual and not for personal, professional or pecuniary benefit).
- Delegation applications submitted with unclear, incomplete, or missing information will not be considered as officially received and will not be processed until all required information has been provided.
- Updates or requests regarding a topic outside of municipal jurisdiction or municipal service delivery will be declined.

Meeting Procedures:

- Council meetings begin at 5 pm in the Council Chambers. Delegations are among the first items on the agenda, so arrive by 4:45 pm. If you have made arrangements to use audio/visual equipment, meet with a Corporate Office representative by 4:45 pm.
- Delegations are called forward to speak at the podium, please speak directly into the microphone.
- After the presentation, the Mayor and/or Councillors may ask questions.
- Once you have finished your presentation, you may resume your seat or leave the meeting in a quiet, orderly manner that does not interrupt the proceedings.

