

# DELEGATION

Citizen involvement in local government is an essential part of the democratic process and Council welcomes your input as a delegation. In order to ensure that you and all other delegations have a fair and equal opportunity to be heard by Council your presentation will be subject to the guidelines as outlined below.

If you need any assistance completing this form or if you have questions regarding your appearance as a delegation, please contact the Corporate Office at 604.927.5421 or [corporateoffice@portcoquitlam.ca](mailto:corporateoffice@portcoquitlam.ca).

<b>Council Meeting Date Requested</b>		<b>Date of Request</b>	
<b>Applicant</b>			
<b>Title/Organization if applicable</b>			
<b>Address</b>			
<b>Contact Number</b>			
<b>Email</b>		<b>Fax</b>	
<b>Briefly describe the reason for the delegation and what action you will be asking the Council to take:</b>			
<b>If you will not be making the presentation, please list the names and titles of the person(s) making the presentation:</b>			
<b>Do you have any supporting documents that you wish to provide the Council?</b>			
<b>Yes</b>		<b>No</b>	

**COUNCIL DELEGATION INFORMATION:**

- A maximum of five (5) minutes is given per delegation per topic, regardless of how many speakers.
- There should not be more than two (2) speakers per delegation.
- Any material that you would like to be included on the Agenda should also be provided to the Corporate Office by noon on the Wednesday prior to the Council Meeting.
- Any late requests to be a Delegation require Council's approval on the night of the Council Meeting to amend the Agenda.
- Only three (3) delegations will be accepted for each Council meeting.
- PowerPoint presentations maximum of six slides
  - o Presentations must not be for the purposes of personal, professional or pecuniary benefit.
  - o Visualizations must be factual
- Delegations regarding any aspect of an Official Community Plan or a Zoning application are prohibited between the conclusion of a Public Hearing and Final Reading of the Bylaw.