



# City of Coquitlam Delegation to Council-in-Committee Request Form

**City Clerk's Office**  
3000 Guildford Way, Coquitlam BC V3B 7N2  
Tel: 604-927-3010  
Email: [clerks@coquitlam.ca](mailto:clerks@coquitlam.ca)

In accordance with *Council Procedure Bylaw No. 4042, 2022*, **requests** from the public to appear before a Standing Committee must be received **at least seven (7) days prior to the date of the meeting** at which the delegation wishes to appear. Upon receipt of your request, the City Clerk's Office will confirm with you the date of the meeting at which you may appear.

If the delegation plans to use an **on-screen presentation**, it must be received by noon **at least six (6) days prior to the date of the meeting** at which the delegation wishes to appear.

Council-in-Committee meetings are generally held on the same day as Regular Council Meetings and typically start at 2:00 p.m. For the current Council Meeting Schedule, please visit [coquitlam.ca/agendas](http://coquitlam.ca/agendas). Delegations are scheduled at the start of the Council-in-Committee Meeting. **You will be provided a maximum of five (5) minutes for your presentation.**

## 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): \_\_\_\_\_

### Presenter #3 (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.

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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](mailto:clerks@coquitlam.ca)
- **Regular Mail:** Clerk's Office, Coquitlam City Hall, 3000 Guildford Way, Coquitlam, BC, V3B 7N2
- **In Person:** City Clerk's Office, 2<sup>nd</sup> Floor, Coquitlam City Hall, 3000 Guildford Way, Coquitlam, BC, V3B 7N2

**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](http://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).*