

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 Fax: 604-927-3015
Email: clerks@coquitlam.ca

In accordance with *Council Procedure Bylaw No. 4042, 2009*, 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.

Council-in-Committee meetings are generally held on the same day as Regular Council Meetings and typically start at 2:00 p.m. Delegations are scheduled at the start of the meeting. You will be provided a maximum of five (5) minutes for your presentation.

Contact Information

Name of Presenter: _____

Name of Organization (if applicable): _____

Number of persons being represented (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: _____

Presentation Information

Preferred date of Committee Meeting at which you wish to appear (only provide if you do not wish to receive correspondence/confirmation by email): _____

Reason you wish to appear before the Committee:

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

- **Email:** clerks@coquitlam.ca
- **Regular Mail:** Clerk's Office, 3000 Guildford Way, Coquitlam, BC, V3B 7N2 (Coquitlam City Hall)
- **In Person:** City Clerk's Office, 2nd Floor, 3000 Guildford Way, Coquitlam, BC, V3B 7N2 (Coquitlam City Hall)
- **Fax:** City Clerk's Office at 604-927-3015

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).