



# Delegation Request To Appear Before Township Council

I/we would like to appear as a delegation at the Council meeting on

\_\_\_\_\_ at the ►  
(Council meeting date requested)

- 4:00pm Regular Afternoon Meeting
- 7:00pm Regular Evening Meeting

Name of delegate or organization wishing to appear

\_\_\_\_\_

## 1 Topic

The topic of discussion is (be specific, provide details, and attach additional information, if required)

## 2 Additional Information

Purpose of presentation

- Information only    Request letter of support    Request funds    Other

Desired resolution

Activities to date relative to the matter

## 3 Meeting Location

Fraser River Presentation Theatre, 4<sup>th</sup> Floor  
Township of Langley Civic Facility  
20338 - 65 Avenue, Langley, BC V2Y 3J1

### Office use only

- Approved    Declined    Other

Applicant informed

<input type="checkbox"/> Approved <input type="checkbox"/> Declined <input type="checkbox"/> Other	Applicant informed
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## 4 Contact Information

Name		
Address	City	Postal Code
Phone	Alternate phone	
Fax	Email	

## 5 Appearing Before Council as a Delegation

1. Persons or organizations wishing to appear before Council as a delegation must submit a written request.
2. Requests to be a delegation for subjects that are NOT related to items on the Council meeting agenda must be received in the Legislative Services Department **before noon on the fifth (5th) day** prior to the meeting date (ordinarily Wednesday of the week preceding the Council meeting). Requests for subjects that are related to items on the Council meeting agenda must be received in the Legislative Services Department before 10:00am on the day of the meeting.
3. You may forward your request using any of the following methods:
  - email: legservicesinfo@tol.ca
  - fax: 604.533.6054
  - mail or hand deliver: Legislative Services Department, 20338 - 65 Avenue, Langley, BC V2Y 3J1
4. If you are using an electronic presentation, you must provide the Legislative Services Department with the file via email or on a flash drive/memory stick **prior to noon on the Friday of the week preceding the Council meeting**.
5. Include any pertinent background and related documents with your Delegation Request form so all necessary details may be considered.
6. Report to the Recording Secretary's desk in the Fraser River Presentation Theater upon arrival. If you have documents you wish distributed to Council, please provide one copy to the Deputy Township Clerk.
7. A maximum of **five (5) minutes** is given per delegation to make their presentation restricted to the topic noted on the Delegation Request form.
8. A maximum of **five (5) delegations** may be permitted at the beginning of the meeting. Council may approve additional delegations.
9. Staff is not in a position to waive Council guidelines. However, the guidelines may be waived by Council.

**Note: The Delegation Request form and related documents become part of the public record and will be released / published in the agenda and minutes that are available to the public in a variety of methods.**

The Township only collects personal information when there is clear authority to do so or when collecting the information is related directly to and is necessary for an operating program.

**Deputy Township Clerk**  
Legislative Services Department  
604.533.6101

Information read

Initials

Any personal information collected on this form will be managed in accordance with the Freedom of Information and Protection of Privacy Act. Direct enquiries, questions, or concerns regarding the collection, use, disclosure, or safeguarding of personal information associated with this form to: Supervisor, Information, Privacy, and Records Management, Township of Langley, 20338 - 65 Avenue, Langley, BC V2Y 3J1 fo@tol.ca 604.532.7396