



# Delegation Request To Appear Before Township Council

Please be advised, that due to COVID-19 precautions,  
Council is currently attending Council meetings electronically.

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

\_\_\_\_\_ at the 1:00pm Regular Meeting  
(Council meeting date requested)

Name of delegate or organization wishing to appear

\_\_\_\_\_

## 1 Topic

## 2 Additional Information

Purpose of presentation  Information only  Request letter of support  Request funds  Other

Desired resolution

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

## 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
  - email or hand deliver: Legislative Services Department, 20338 – 65 Avenue, Langley, BC V2Y 3J1
4. To reduce touch surfaces electronic presentations are not being used at this time. If you will be referring to a presentation, it must be supplied at the time of your delegation request, to ensure Council receives it prior to the start of the meeting.
5. Include any pertinent background and related documents with your Delegation Request form so all necessary details may be considered.
6. Documents you wish distributed to Council that are supplied at the time of your delegation will not be provided to Council members until after your delegation, as Council is attending the meeting electronically. Please provide one copy to the 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.

**Township Clerk**  
Legislative Services Department  
604.533.6101

Information read

Initials

2 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

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