



## REQUEST TO APPEAR AS A DELEGATION / COMMUNITY SPOTLIGHT

To appear before Council as a Delegation or Community Spotlight at a Council Meeting, please submit a written request to the Corporate Officer by 12:00 pm, on the Wednesday prior to the scheduled Council Meeting. You may complete this form, or provide a letter, however please ensure the letter contains the information requested on this form.

You can submit your request by email to: [councilmeetings@langleycity.ca](mailto:councilmeetings@langleycity.ca), in person or by mail to the attention of the *Deputy Corporate Officer, Langley City Hall, 20399 Douglas Crescent, Langley, BC V3A 4B3*, or by fax to 604-514-2838. A staff member will contact you to confirm the meeting date at which you are scheduled to appear before Council. Regular Meetings of Council will be held electronically via video conferencing technology at 3:00 p.m. unless otherwise noted.

A **Delegation** is defined as an individual, group or organization making a request of Council and is limited to a five (5) minute presentation time.

A **Community Spotlight** is an individual, group or organization providing information or updates on an event or activity and is limited to a ten (10) minute presentation. You may speak on more than one topic but you must keep your presentation within the prescribed time limit. Please include with this form, any material that you wish Council to review in advance of the meeting and be advised that it will be included in a public agenda and/ or available to members of the public upon request.

Date:  Requested Meeting Date:

Applicant Name:

Organization Name:

Presenter Name(s):

Address:

Phone Number:  Email Address:

Presentation Topic:

Audio/ Visual Needs (if yes, specify):

Action You Wish Council to Take:



Download the fillable form to your device, save, and email the completed form to [councilmeetings@langleycity.ca](mailto:councilmeetings@langleycity.ca).

