

# Request to Appear as a Delegation

100 Newport Drive, Port Moody, BC, V3H 5C3, Canada  
Tel 604.469.4500 • Fax 604.469.4550 • [www.portmoody.ca](http://www.portmoody.ca)

The Council of the City of Port Moody receives a maximum of one (1) delegation per Regular Council meeting. Delegations are allotted five (5) minutes to address Council on issues of municipal concern. Council meetings are open to the public, video recorded, livestreamed, and webcasted.

## Other options for addressing Council include the following:

### 1. Writing to Council

Send an email to Mayor and Council at [council@portmoody.ca](mailto:council@portmoody.ca), or a letter to:

Mayor and Council  
City of Port Moody  
100 Newport Drive  
Port Moody, BC V3H 5C3

### 2. Speaking at Public Input Periods at Council Meetings

A 30-minute Public Input Period is available at the beginning and end of every Regular Council meeting, and at the beginning of every Council Standing Committee meeting. Each speaker is given two (2) minutes to provide their input to Council. Specific requests should not be submitted during Public Input Periods.

If you would like to appear as a delegation, please complete this form. All information collected on this form is subject to the *Freedom of Information and Protection of Privacy Act (FIPPA)*. Information on Page 1 of this form will be maintained by the City pursuant to *FIPPA* for the purpose of scheduling your delegation and for any follow-up after the delegation. Incomplete forms will be returned. Page 2 of this form, as well as any additional pages you submit, may be published as part of the agenda package for the meeting at which the delegation is scheduled.

Requests for Delegations must be received no later than 9:30am at least eight (8) days prior to the date of the meeting at which you wish to appear. As delegation spots fill up quickly, please submit your request form as early as possible. The completed Request to Appear as a Delegation form may be dropped off in person at City Hall, or sent by email, fax, or mail to:

- Email: [clerks@portmoody.ca](mailto:clerks@portmoody.ca)
- Fax: 604.469.4550
- Mail: Corporate Officer, City of Port Moody, 100 Newport Drive, Port Moody, BC, V3H 5C3

Final scheduling confirmation will be provided via email one (1) week prior to the scheduled meeting date. If you have questions regarding the process, contact Legislative Services Division via email at [clerks@portmoody.ca](mailto:clerks@portmoody.ca) or call 604.469.4500.

Date Request Submitted:	Preferred Meeting Date:
Name of Delegation:	
Requestor's Name:	
Requestor's Phone Number:	
Requestor's E-mail Address:	
Requestor's Mailing Address:	

## Requestor's Declaration

- By checking this box, I acknowledge that all information provided on Page 2 of this form, as well as any additional pages I submit, may be made available to the public as part of the meeting agenda package, which is published in print and forms part of the permanent public record.

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Name of Delegation:

Name of Primary Contact Person:

Name(s) of Delegation Member(s) in Attendance:

Purpose of Delegation:

Details of Request:

Additional Information in Support of Request: