



CITY OF LANGLEY

**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 p.m. noon 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 [pkusack@langleycity.ca](mailto:pkusack@langleycity.ca), in person or by mail at City Hall (20399 Douglas Crescent, Langley BC V3A 4B3), or by fax at 604-514-2838. A staff member will contact you to confirm the meeting date at which you are scheduled to appear before Council.

Council meetings take place at 7:00 p.m. in the Council Chambers on the second floor of Langley City Hall. Delegations are defined as an individual, group of organization making a request of Council. A Community Spotlight is an individual, group or organization providing information or updates on an event or activity. Delegations are limited to a five (5) minute presentation and Community Spotlights are limited to a ten (10) minute presentation. You may speak on more than one (1) topic but you must keep your presentation within the prescribed time limit.

Please attach any material that you wish Council to review in advance of the meeting to this form.

DATE: \_\_\_\_\_ REQUESTED MEETING DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

ORGANIZATION NAME: \_\_\_\_\_  
(if applicable)

ADDRESS: \_\_\_\_\_

CONTACT NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

TOPIC: \_\_\_\_\_

AUDIO/VISUAL NEEDS (if yes, specify) \_\_\_\_\_

ACTION YOU WISH COUNCIL TO TAKE: \_\_\_\_\_