

# DELEGATION

## HEALTHY COMMUNITY COMMITTEE

Citizen involvement in local government is an essential part of the democratic process and the Healthy Community Committee welcomes your input as a delegation. In order to ensure that you and all other delegations have a fair and equal opportunity to be heard by the Healthy Community Committee your presentation will be subject to the guidelines as outlined below.

If you need any assistance completing this form or if you have questions regarding your appearance as a delegation, please contact the Parks and Recreation Department at 604.927.7900 or parksrec@portcoquitlam.ca.

<b>Meeting Date Requested</b>		<b>Date of Request</b>	
<b>Applicant</b>			
<b>Title/Organization if applicable</b>			
<b>Address</b>			
<b>Contact Number</b>			
<b>Email</b>		<b>Fax</b>	
<b>Briefly describe the reason for the delegation and what action you will be asking the Committee to take:</b>			
<b>If you will not be making the presentation, please list the names and titles of the person(s) making the presentation:</b>			
<b>Do you have any supporting documents that you wish to provide the Committee?</b>			
<b>Yes</b>		<b>No</b>	

### COMMITTEE DELEGATION INFORMATION:

- Please limit your presentation to five minutes.
- Please limit the number of people appearing as part of your delegation to no more than two speakers.
- Any material that you would like to be included on the Agenda should also be provided to the Parks and Recreation Department by noon on the Thursday prior to the committee meeting.
- Only three delegations will be accepted for each Healthy Community Committee meeting.
- Do you require a laptop?
- PowerPoint presentations maximum of six slides
  - o Presentations must not be for the purposes of personal, professional or pecuniary benefit.
  - o Visualizations must be factual