



Request to Appear as a Delegation

Preferred Council Meeting Date: _____

Second choice(s): _____

Subject matter: _____

Name of person(s) making presentation:

Address: _____

Phone: _____

Email: _____

Please provide details of your presentation or request of Council here: (or provide a detailed attachment)

Please note:

- This form and submissions will become part of the public record.
- The Mayor has the authority to determine if the subject matter warrants the delegation to appear before Council and may determine at which meeting.
- Please submit this completed form at your earliest convenience. Written Requests to Appear are to be received by the Corporate Officer, no later than noon Monday, one week prior to the Council meeting. Please include a copy of all materials that will be discussed.
- If you'd like to share a PowerPoint with Council, email it to the Corporate Officer by 9:30 a.m. Wednesday prior to the Council meeting to be included with the Agenda.
- We recommend you bring backup PowerPoint files with you on a memory stick.
- Delegations are limited to 5 minutes.

Corporate Office

Dana Schmidt, Corporate Officer
171 Main Street, Penticton, B.C., V2A 5A9

Phone: 250-490-2405

Fax: 250-490-2402

dana.schmidt@penticton.ca



**2017 Penticton City Council
Meeting Dates – Tuesdays
Starting at 1:00 p.m. and reconvening at 6:00 p.m.**

Month	Date
January	10 & 17
February	7 & 21
March	7 & 21
April	4 & 18
May	2 & 23
June	6 & 20
July	4 & 18
August	1 & 15
September	5 & 19
October	3 & 17
November	7 & 21
December	5 & 19

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