



### 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:**

- Meetings may be held electronically. Participation details will be confirmed with you prior to the meeting.
- 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. If presenting via zoom, please be prepared to share your screen.
- **Delegations are limited to 5 minutes.**

**Legislative Services**

Angie Collison, Corporate Officer  
171 Main Street, Penticton, B.C., V2A 5A9

Phone: 250-490-2410  
Fax: 250-490-2402  
[angie.collison@penticton.ca](mailto:angie.collison@penticton.ca)



## 2024 Penticton City Council Meeting Dates – Tuesdays Starting at 1:00 p.m.

Month	Date(s)
January	16
February	6 & 20
March	5 & 19
April	2 & 16
May	7 & 21
June	4 & 18
July	16
August	6 & 20
September	10
October	1 & 15
November	5
December	3 & 17

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