



## District of Peachland Request Form to Appear as a Delegation

<b>Requested Meeting Date</b>	
<b>Organization</b>	
<b>Person(s) Speaking</b>	
<b>Telephone Number</b>	
<b>Email Address</b>	
<b>Subject Matter</b>	
<b>Specific Request of Council (i.e. funding, letter of support)</b>	
<b>Audio-Visual Material Required</b>	
<b>Requested amount of time for presentation</b>	
<b>Date of Application</b>	

- Requests to appear before Council or the Committee of the Whole, accompanied by a brief summary of the presentation or a letter clearly outlining any requests of Council, must be received by the Director of Corporate Services [jsawatzky@peachland.ca](mailto:jsawatzky@peachland.ca) , no later than **Tuesday noon**, the week prior to the meeting.
- Delegations will be scheduled by the Director of Corporate Services, who will follow up with the organization's contact as to the time of their scheduled presentation.
- COTW presentation time will be determined by the Director of Corporate Services in conjunction with the number of presentations.
- Any large presentation materials / handouts are to be made in 15 copies or more.
- Please ensure that your cell phone is off during the meeting to avoid interruptions.
- Please address the Mayor and Council rather than the audience.
- Questions shall be addressed through the Chair and if the questions can be answered either by the Chair or through the Chair, Council will endeavour to do so. Otherwise, the questions will be referred to staff for research and reporting.
- Regular Council Meetings start at 7:00 p.m., while Committee of the Whole Meetings start at 9:00 a.m. Delegations are dealt with at the beginning of each meeting.
- If you have any further questions please contact the Director of Corporate Services, Jennifer Sawatzky at [jsawatzky@peachland.ca](mailto:jsawatzky@peachland.ca) or at 250-767-2647.