

Appearing Before Council as a Delegation

Any individual or group wishing to make a public presentation to Council must submit a [Delegation Application](#). Application forms can be submitted to: Municipal Hall, 13211 Henry Avenue, Box 159, Summerland BC V0H 1Z0, or emailed to: tmayea@summerland.ca

- [Application to Appear as a Delegation at a District of Summerland Meeting](#) (please click here to download the fillable PDF application)

The Manager of Legislative Services will contact you to confirm the date and time of the meeting at which you have been scheduled to appear. Any materials you want included in the agenda packages must be received electronically by 12:00 noon on the Monday, prior to the Council meeting you are scheduled to appear. In consideration of the environment, providing Council with paper handouts is discouraged.

On your scheduled meeting date, you are asked to sit in the audience in the Council Chamber until you are called forward at the appropriate time by the Mayor. When speaking to the Mayor, refer to him/her as "Mayor _____" (the person's surname).

Presentations should be short and concise and generally limited to five minutes. If you are planning on using a PowerPoint Presentation [please read these helpful guidelines](#) (PDF 110KB).

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Commented [TM4]: Add link to the PowerPoint Presentations pdf