



Peterborough County Council Delegation Process Checklist

Check off the following requirements as they are completed in order to prepare for your County Council delegation.

- 1. Submitted the Delegation Request Form, either by email or at the County Office, 8 days prior to the Council meeting date

- 2. Sent copy of presentation materials (ex. PowerPoint or Picture Files) to Clerk's Office, 8 days prior to the Council meeting*

- 3. Confirmed delegation and date of presentation

- 4. Arrive at the Council Chambers by 9:30 a.m. on date of delegation

* If applicable