



**Information Sheet for
Presentations to Council by Individuals &/or Groups**

1. Please indicate the preferred date and at least one alternative date for the presentation.

2. Briefly specify the purpose of the presentation and the key points you or your group expect to address at the Council meeting.

3. List the names of the individuals who wish to address Council.

4. Will any written material be available to Council? yes ___ no ___
Will the material be available for pre-distribution at least 4 business days prior to the publication of the Council Agenda? yes ___ no ___

5. How much of Council meeting time is requested? (Time limits are strictly enforced)
5 minutes ___ 10 minutes ___ 15 minutes ___ (maximum allowed)

6. Please provide the following information on the contact person:

Name: _____		
Organization or Group if applicable _____		
Address: _____		Postal Code: _____
Home: _____	Cell: _____	Business: _____
Fax: _____	E-mail: _____	

Request & written materials must be submitted 4 business days prior to publication of meeting agenda. (Note: Publication of meeting agendas occur the Thursday prior to the Council or Committee meeting)

Meetings are held in the Council Chambers at the RM office at Pt NW 36-30-4 W3.

For Office use only: Date of Appearance _____ Time: _____
Approved by: _____ Confirmation Date: _____