

Form 3 - Presentations to Council by Individuals &/or Groups Information Sheet

- 1) Please indicate the preferred date and at least one alternative date for the presentation. (Request must be received no later than noon on the Friday prior to the upcoming meeting)
- 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? Will it be available for pre-distribution no later than noon on the Friday prior to the upcoming meeting?
- 5) Up to 5 minutes will be set aside for presentations. It is Council's discretion to extend any time limits for presentations.
- 6) Please provide the following information on the contact person:

Name: _____

Organization or Group as applicable: _____

Address: _____

Home Phone #: _____ Business Phone#: _____

Email: _____

- 7) You will be notified by the Executive Assistant to the CAO of when you are scheduled to make your presentation.

Please Note: This will become a Public Document and posted on the Town's Website with the appropriate Council Package.

For further information please contact the Executive Assistant to the CAO at (306) 425-2066 ext. 221 or by email executiveassistant@laronge.ca.

For Office Use Only:

Date of Appearance: _____ Time: _____

Approved by CAO: _____