



## 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? Will it be available for pre-distribution at least five days prior to the meeting?
5. How much of Council meeting time is requested? (check one)  
3 to 4 minutes \_\_\_\_\_  
5 to 6 minutes \_\_\_\_\_  
7 to 8 minutes \_\_\_\_\_

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

Name: \_\_\_\_\_

Organization or Group if applicable: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code \_\_\_\_\_

Home: \_\_\_\_\_ Bus: \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

### *For office use only:*

*Date of Appearance:* \_\_\_\_\_ *Time:* \_\_\_\_\_

*Approved by the Reeve:* \_\_\_\_\_