



**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. (Council meetings are held every 2nd & 4th Monday of each month, subject to change if falls on a holiday)

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 by the Thursday prior to the meeting?

5. How much of Council Meeting time is required? (check one)
0 – 5 minutes
5 – 10 minutes
10 – 15 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 Administrator: _____