



## 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 Planning/ Administration Administrative Assistant to the CAO, or their designate, of when you are scheduled to make your presentation.

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

For further information please contact the Planning/ Administration Administrative Assistant to the CAO at (306) 929-2236 or by email – [cao@candlelake.ca](mailto:cao@candlelake.ca)

**For Office Use Only:**

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

Approved by CAO: \_\_\_\_\_