



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 the material be available for pre-distribution at least 4 business days prior to the publication of the Council Agenda? _____

5. **Your delegation presentation time is maximum 5 minutes. (Time limits are strictly enforced)**

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

Name: _____

Organization or Group if applicable: _____

Address: _____ Postal Code _____

Home: _____ Cell: _____ Bus: _____

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 Wednesday prior to the Council or Committee meeting)

- **Meetings are held in the Council Chambers at the RM office, at 111 Pinehouse Drive, Saskatoon.**
Office phone (306) 242-9303

- **Forward to: rm344@rmcormanpark.ca or Fax (306) 242-6965**

For office use only: Date of Appearance: _____ Time: _____

Approved by: _____ Confirmation Date: _____