



## 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 is applicable: \_\_\_\_\_  
Address: \_\_\_\_\_  
Home Phone #: \_\_\_\_\_ Business Phone # \_\_\_\_\_  
Email: \_\_\_\_\_
7. You will be notified by the City Clerk of when you are scheduled to make your presentation.

**Please Note: This will become a Public Document and posted on the City Website with the appropriate Council Package**

For further information please contact the City Clerk at 306-931-2166 or by email  
[cityclerk@martensville.ca](mailto:cityclerk@martensville.ca).

**For Office Use Only:**

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

**Approved by City Manager:** \_\_\_\_\_

**Confirmed by City Clerk:** \_\_\_\_\_