



District of Lakeland No. 521

Phone: (306) 982-2010
Facsimile: (306) 982-2589
Email: Office@lakeland521.ca

Box 27
Christopher Lake, SK
S0J 0N0

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 Meeting? _____

5. How much of Council meeting time is requested?
5 minutes _____ 15 minutes _____

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

Name: _____

Organization or Group(if applicable): _____

Address: _____ Postal Code _____

Home: _____ Cell: _____ Bus: _____

Fax: _____ E-mail: _____

- **Request & written materials must be submitted the Wednesday prior to meeting.**
- **Meetings are held in the Council Chambers at the District office, 48 Main Street West, Christopher Lake, SK. Office phone (306) 982-2010.**
- **Forward to: office@lakeland521.ca or Fax (306) 982-2589**

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

Approved by: _____ Confirmation Date: _____