



Rural Municipality of Rosthern No. 403

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? YES or NO
5. How much of Council meeting time is requested? (*Time limits are strictly enforced*)

5 minutes _____ 10 minutes _____

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

Name: _____

Organization or Group if applicable: _____

Address: _____ Postal Code: _____

Phone Number: _____

Email: _____

- **Request & written materials must be submitted 4 business days prior to publication of meeting agenda.**

(Note: Publication of meeting agendas occur 24 hours prior to the Council or Committee meeting)

- **Meetings are held in the Council Chambers at the R.M. office, at 1001 6th Street, Rosthern.
Office phone: (306)232-4393**

- Email: rm403admin@sasktel.net

For office use only.

Date of Appearance: _____

Time: _____

Approved by: _____

Confirmation Date: _____