



**Rural Municipality of Dufferin No. 190**

Phone: (306) 638-3112  
Fax: (306) 638-3102  
Email: [RM190@Bethunesk.ca](mailto:RM190@Bethunesk.ca)

Box 67  
Bethune SK  
S0G 0H0

## 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 \_\_\_\_\_ (maximum)

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 4 business days prior to meeting.**
- **Meetings are held in the Council Chambers at the Municipal office, 101 Railway Ave., Bethune SK Office phone (306) 638-3112**
- **Forward to: [admin@bethunesk.ca](mailto:admin@bethunesk.ca) or Fax (306) 638-3102**

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**For Office use only:** Date of Appearance: \_\_\_\_\_ Time: \_\_\_\_\_

Approved by: \_\_\_\_\_ Confirmation Date: \_\_\_\_\_