

EXTERNAL PRESENTER FORM



Priorities Committee Meeting Date _____

Time _____

Title _____

Purpose _____

Presenter Name(s) _____

& Title(s) _____

Permitted Delegation: 15 minutes Open Session: 5 min/Individual

Documents Please ensure your documents show the date and your name/company/organization. Written materials and PowerPoint presentations must be emailed to cao@ryley.ca **by no later than 2 weeks prior to the meeting.**

_____ Verbal only

_____ Enclosure (written presentation submitted prior to the meeting)

_____ Handout (written presentation handed out at the meeting)

_____ PowerPoint (please ensure it is in the widescreen, 16:9, format if possible)

Organizational information may be used for future contact pertaining to this presentation

Organization Name/ _____

Contact Name _____

Phone No.(s) _____

Email Address _____

Date (yyyy-mm-dd) _____

Have you been in contact with member(s) of Village Administration? If yes, who? _____

Have you been in contact with member(s) of Council? If yes, who? _____

Personal information is collected under the authority of section 33© of the Freedom of Information and Protection of Privacy Act and will be used in scheduling you as a speaker before Council or the Priorities Committee.

If you have any questions about the collection, use or disclosure of this information, please contact the CAO at 780-663-3653.