

**VILLAGE OF HAY LAKES**

**Presenters' Package at Council Meetings**

Presenter: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ Fax: \_\_\_\_\_

\_\_\_\_\_ E-mail: \_\_\_\_\_

City/Town and Postal Code

I am speaking as an individual \_\_\_\_\_

OR

I am speaking on behalf of \_\_\_\_\_ (Name of Organization)

Authorized signature: \_\_\_\_\_

Title: \_\_\_\_\_

**Appendices**

Please provide any attachment, to which you have referred in your report and which you would like Council to consider, six days prior to the Board meeting. These may include charts, tables, forms, lists of supporting documents.

**No additional materials may be handed out at the time of your presentation.**

**Audio visual materials must be provided in sufficient time to be previewed prior to your presentation.**

Please return your completed Presenters' Package to:

Municipal Administrator, Village of Hay Lakes, Box 40, Hay Lakes AB T0B 1W0.

For Office Use Only

Appointment Date: \_\_\_\_\_

Appointment Time: \_\_\_\_\_

**Presenters' Package at Council Meetings**

The Hay Lakes Village Council values public input from Village residents about its policies, practices and issues. Your assistance in providing the following information pertinent to your request to present to Council is appreciated. Your written application should be brief and should adhere to the following format.

**1. Purpose**

- \_\_\_\_\_ Appeal
- \_\_\_\_\_ Request for an alternative program
- \_\_\_\_\_ Funding
- \_\_\_\_\_ Information
- \_\_\_\_\_ Other

Please provide one or two statements outlining the topic of your presentation.

**2. Background**

***(In appeals, this information will be presented at the Council meeting and cannot be given to the Board prior to the meeting to ensure objectivity at the time of the appeal.)***

In point form, provide background facts and information that will assist Council with understanding of the purpose of your presentation.

**3. Request of the Council / decision requested**

Please state what you are requesting of Council.