



Chief and Council Meeting – Request Form

- These meetings provide an opportunity for debendaagziwaad to appear before Chief and Council to address a specific subject matter.
- Chief and Council meetings will be live streamed per the Nipissing First Nation Chief and Council Meeting Live Stream Policy.

REQUIREMENTS CHECKLIST:

- Are you submitting this form 7 days prior to the scheduled Council Meeting?** Otherwise, you may be deferred to the following meeting.
- If your topic is a complaint about a service or program or lack thereof, have you demonstrated that you have attempted to resolve the matter through the respective department or senior management?** Otherwise, you will be deferred back to the respective department with additional support from the administration.
- Have you completed the mandatory sections below?** The mandatory sections must be completed to be considered for inclusion on a Chief and Council meeting agenda.
- If approved for inclusion to the agenda, and you wish to present, do you acknowledge that you will be limited to 10 minutes?**

SECTION A (mandatory)

Date:		Email:	
Name:		Band Number (if applicable):	
Address:			
Phone:	Cell:	Alternate:	

SECTION B

Does your topic involve: *(please check off ALL that apply)*

- Nipissing First Nation Program or Service / Policy (Which One?): _____
- Federal, Provincial or another agency business (Which One?) _____
- Time Sensitive issue (Please Explain): _____
- Other (Please Explain): _____

SECTION C

What is the proposed agenda topic?

Please explain your topic in as much detail as possible (Use a separate page if necessary, and include supporting documents):

SECTION D (mandatory)

What outcome are you seeking from a meeting with Chief and Council?

Have you attempted to resolve the issue with the Department or individual? Please demonstrate you have made sincere attempts to obtain a resolution to the issue with the respective department. Please provide a summary below and attach the Request form, letters, e-mails, or other documents to support your matter. (If you need more space, please use a separate page, and attach it to your submitted form.)

Signature: _____

Dated Submitted: _____

PLEASE HAND DELIVER, MAIL, OR EMAIL THIS COMPLETED FORM TO:

Freda Martel
Director of Administration
36 Semo Road
Garden Village, ON P2N 3K2
or by email at fredam@nfn.ca