



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 as per the Nipissing First Nation Chief and Council 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 in the agenda, and you wish to present, do you acknowledge that you will be limited to 10 minutes?

Section A (mandatory)	
Name:	Date:
Address:	Band # (if applicable):
Home #:	Cell #:
Email:	

Section B

What does your topic involve? *(Please check off all that apply)*

Nipissing First Nation – check off box(es)

Program

Service

Policy

Federal, Provincial or other agency business **(please name):**

Time sensitive issue **(please explain):**

Other:

Section C:

What is the proposed agenda topic?

Please explain your topic in as much detail as possible below (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, emails
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: _____ Date Submitted: _____

PLEASE DELIVER IN PERSON, MAIL OR EMAIL THIS COMPLETED FORM TO:

Freda Martel
Director of Administration
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Garden Village, ON P2B 3K2
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