



Request Form for Presentation Before Council

Person(s) to Appear: _____

Preferred Date: _____

Alternate Date: _____

General Outline of Subject Matter: (10 Minutes allotted for Presentation)

Person Requesting Appearance (if different from those appearing):

Name: _____

Title/Organization: _____

Telephone No.(s): _____

Email (s): _____

Have you spoken to Municipal Staff concerning this matter prior to requesting audience with Council? Yes No

If yes, which department and staff have you spoken with: _____

What action are you hoping will result from your presentation: _____

Date Submitted: _____

Signature of Person Requesting Appearance: _____

This form may be submitted to the Clerk's Office by email to clerk@mattawa.ca or in person.

** Anyone wishing to conduct a laptop presentation must provide an electronic version of the presentation by 12:00 p.m. (Noon) on the Wednesday prior to the scheduled Meeting of Council to clerk@mattawa.ca.

DISCLAIMER

Please note that submission of this form does not guarantee the approval of your request for a presentation. In addition, all information submitted will be considered to be public information and therefore subject to full disclosure, under the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M. 56, as amended and any successor legislation thereto.

Personal information collected through this form is pursuant the authority of the *Municipal Freedom of Information and Protection of Privacy Act*, R.S. O. 1990, Chapter M.56, as amended, and will be used to create the Council Agenda and will become a public document. Questions about this collection should be directed to the Municipal Clerk, 160 Water Street, Mattawa ON P0H 1V0 (705) 744-5611.