



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): _____

I would like to use the City's Laptop for a presentation: Yes No

**** Anyone wishing to conduct a laptop presentation **must** provide an electronic version in Microsoft PowerPoint by **10:00 a.m. on the Monday prior to the Regular or Special Scheduled Meeting of Council to clerksoffice@cityofnorthbay.ca**. PowerPoints will **NOT** be permitted if received late.****

Date Submitted: _____

Signature of Person Requesting Appearance: _____

This form may be submitted to the Clerk's Office by email to clerksoffice@cityofnorthbay.ca, by fax at 705-495-4353 or in person.

REMINDER

An outline of the presentation must be submitted by 10:00 a.m. on the Monday prior to the Regular or Special Council Meeting. There are no guarantees that by requesting a certain date(s) your presentation will be accepted, as prior commitments may make it necessary to schedule an alternate date.

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.