



SIoux LOOKOUT

Hub of the North

Sioux Lookout Municipal Council – Delegation Request Form

Topic / Issue:	
Name of Person / Group:	
Submitted By (Name):	
(E-mail):	
(Phone):	
Date of Council Meeting:	
Audio/Visual Support: <small>(electronic copy of presentation must be submitted with Request Form)</small>	Please identify equipment you require from us to support your presentation: Laptop <input type="checkbox"/> Projector <input type="checkbox"/> Other <input type="checkbox"/>
Signature:	

INSTRUCTIONS:

- Complete the Delegation Request Form and fax, e-mail or drop-off to the Clerk's Office before 12:00 p.m., **no later than the two Tuesdays before the Council Meeting** of the month in which you wish to be a Delegation:
 - o Fax: 807.737.3436 OR e-mail clerk@siouxlookout.ca OR drop off at 25 Fifth Avenue, Customer Service Desk, Attn: Brian P. MacKinnon
- Submit with the Delegation Form, a written presentation or outline of the presentation, including letters or relevant information. This material must be provided both electronically (by e-mail) and in seven hard copies.
- Unless otherwise advertised, Council meetings shall be held at 5:30 p.m., in the Council Chambers, 25 Fifth Avenue, on the third Wednesday of each month.
- Delegations/presenters are allowed a maximum of ten minutes to make their presentation. Up to two speakers are permitted, although any number of supporters may attend.
- Please note that the speaker must clearly state his or her name before beginning the presentation.
- The issue will not be debated by Council, nor will any decisions be made at the meeting at which the Delegation/Presentation is made; however, Council may ask questions.
- Council may request a Staff Report to address the issue, to be included on the Agenda of a subsequent meeting.

Questions? Please contact Brian P. MacKinnon, Manager of Corporate Services/Municipal Clerk
E-mail: clerk@siouxlookout.ca OR Telephone: 807.737.2700, ext. 2243.

IMPORTANT:

The submission of a written request to be a Delegation does not guarantee the request will be approved. The Clerk's Office reserves the right to schedule or deny a request for a Delegation. All information submitted will be considered public information and therefore subject to full disclosure under the *Municipal Freedom of Information and Protection of Privacy Act*.