

MEET WITH COUNCIL REQUEST FORM

Chief + Council Meetings:

- Council provides the opportunity for community members to bring concerns and external organizations to provide presentations to council.
- Please fill out this form in its entirety and submit it to kfncc@komoks.ca so that a slot can be assigned in an upcoming council meeting.
- Prioritization of meetings are determined by the council based on the strategic priorities and the projects of the day.

SECTION A: GUEST INFORMATION

- KFN Community Member
- Non-member resident of the K'ómoks First Nation Reserve
- External organization / Individual

DATE: _____ **NAME:** _____

ORGANIZATION (if applicable): _____

ADDRESS: _____

PHONE: _____ **EMAIL:** _____

SECTION B: REQUESTED TOPIC OF DISCUSSION/PRESENTATION

Please indicate which KFN department that best applies to your topic:

- Administration (Office Operations, Communications)
- Finance
- Public Works (Housing, Infrastructure, Maintenance)
- Community Services (Health, Elders, Youth, Culture, Social Development)
- Lands (Laws, Emergency Planning, Community Safety)
- Intergovernmental Relations (Archaeology, Environmental Referrals, Guardians)
- Not Department-related

Proposed agenda topic:

What outcome are you seeking from a meeting with Council?

i.e. Informational, requesting a support letter, initial consultation, relationship building, etc.

SECTION B: CONTD

Are you considering this meeting as a consultation with KFN?

- Yes
- No

Are you seeking support from KFN to apply for grant funding?

- Yes
- No

If yes, please explain:

Is your issue time-sensitive?

- Yes
- No

If yes, please explain:

Would you like to meet in person, virtually, or hybrid?

- In Person
- Virtual
- Hybrid

Please add the names of people who will attend the meeting:

SECTION C: MEETING REQUIREMENTS CHECKLIST

- Have you attempted to resolve the issue with the Department or individual before requesting a meeting with council? We ask all guests to have done their best to find answers through the correct administrative department of the nation to obtain a resolution to a complaint or issue with the respective department.
- Please provide a summary and attach letters, emails, or other documents to support your matter.

SECTION D: PRESENTATION MATERIALS

Please provide any presentation materials **at least 5 days prior to your meeting** with council to kfncc@komoks.ca

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

Mailing or Hand Delivery: 3330 Comox Rd, Courtenay, BC

Email: kfncc@komoks.ca

If you have any questions regarding filling out your form, please contact our Executive Assistant to Chief + Council at the email address above or call our office.