

Subject: **Input Form: DBIA Member/ Public**



Document No: **DBIA-FORM-002**
Book: **FORMS MANUAL**

The Input form is used when a member of the DBIA or the public wants to speak directly to the board or committee at a meeting, typically on a specific agenda item. These forms are necessary for scheduling and managing time during meetings, ensuring that anyone who wishes to speak can be allotted a specific time to do so.

Please fill out this form in full if you wish to speak at a board or committee meeting. Input Forms must be submitted at least 3 business days in advance prior to the board meeting.

Name (print): _____

Business Name: _____

Address _____

Phone Number: _____

Email: _____

Choose the group you wish to address:

- DBIA Board
- Events Committee
- Other: (identify other) _____

Meeting Date:
(month/day/year) _____

Agenda Item or Subject: _____

Reason for Input Request: _____

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Are you making a formal presentation with your request?

Yes

No

Will there be a financial request from the DBIA?

Yes

No

If yes, please indicate the details, including the timelines of your request.

The personal information collected on this form is protected under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) The information will only be used by DBIA Staff to prepare agendas and not be disclosed or used for any other purpose. For further information, call 613-394-4318.