



Request to Appear before Council

All Council meetings, with a few exceptions, are open to viewing by the general public. If you wish to appear before Council, public presentation/delegation time is required – and can be requested by completing the form below.

Key points to remember when appearing before Council:

1. You must provide Council with a written submission that explains your concerns. This will allow Council time to better prepare for questions and have some background on the item being brought forward.
2. You must discuss your concerns with the Department Manager or Chief Administrative Officer to assist in preparing your presentation to Council.

For more details on attending meetings of Council, please visit www.clearwatercounty.ca

ORGANIZATION OR NAME OF APPLICANT:	
ORGANIZATION SPOKESPERSON:	
ADDRESS:	
POSTAL CODE:	TELEPHONE #:
E-MAIL ADDRESS:	
ISSUE / TOPIC: (Provide additional information as an attachment if required)	
HAVE YOU SPOKEN ON THIS ISSUE / YES NO TOPIC BEFORE?	WHEN:
PRESENTATION MATERIAL ATTACHED	YES NO
PREFERRED PRESENTATION DATE: (You will be contacted by Clearwater County to confirm your appointment date and time.)	
AUDIO VISUAL NEEDS:	

This information is being collected under the authority of Section 33 (c) of the Freedom of Information and Protection of Privacy (FOIP) Act and will be used for the purpose of scheduling you as a speaker before County Council. Note also that Council meetings and Council Committee meetings are public and presentations including those made by speakers and delegations are recorded for live streaming and video archiving. If you have any concerns about the collection of this information contact Clearwater County's FOIP Coordinator at 403-845-4444.

For more information about appearing before Council, please contact the Executive Assistant at 403-846-4005.

Office Use Only

Request Approved:	Yes	No	Date:
Is/Has this matter gone before an appeal board?	Yes	No	
Presentation Material Received:	Yes	No	