



## **Request to Address**

### **Town of Grand Bay-Westfield Council**

- Individuals or groups who wish to address Council may apply by completing the attached application form or by forwarding a written request to the office of the Town Manager/Clerk.
- **The Application must be received no later than 12:00 Noon on the Wednesday prior to the Council Meeting date.**
- The application must include all information on the topic including supporting documentation. Speaking time is limited to ten minutes.
- Notification regarding the decision of the application approval will be forwarded to the applicant by the office of the Town Manager/Clerk.
- Follow the link below for Council Meeting dates:

<http://town.grandbay-westfield.nb.ca/municipal-office/council-meeting-dates>

### **Please Note:**

Council Meetings are public meetings and therefore information on the form as well as all associated attachments will become part of the public record which is distributed to Council, staff, the media, and the public. Information on the form is collected in order to respond to your request to appear before Council. Individuals writing in a personal capacity will be identified as a correspondent in relevant agendas, decisions and minutes.

Documents may be posted online and identification of the individual(s) in connection with an agenda item may be indexed by internet search engines such as “Google”. The applicant implies consent to the information becoming part of the public record by submission of the application and documentation.

For questions regarding the collection and use of the form information, please contact the office of the Town Manager/Clerk.



Telephone 506-738-6420

Email [sgautreau@towngbw.ca](mailto:sgautreau@towngbw.ca)

The personal information gathered on this form is voluntarily provided by individuals. If provided, the information will be used or disclosed only for the purposes for which it was collected in accordance with the New Brunswick Right to Information and Protection of Privacy Act. If you have any questions regarding the collection and use of this information, please contact the Town Manager/Clerk at (506) 738-6420.

**Request to Address**  
**Town of Grand Bay-Westfield Council**

Request to attend a Council meeting and make a presentation to Council

Request to submit documentation only

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Subject of Presentation: \_\_\_\_\_

Name(s) of Presenter(s): \_\_\_\_\_

**Summary of Subject Matter**

\_\_\_\_\_  
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**What is the Specific Action being Requested**

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Attach Supplementary Documentation (correspondence, PowerPoint, Photos, reports, etc.)

**Please be advised that no new material may be introduced at the Council meeting. Only the information and supporting attachments in this application may be presented to Council.**

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