



Request to Address Town of Quispamsis Council

Town of Quispamsis
12 Landing Court
Quispamsis, NB E2E 4R2
Phone 506-849-5778
Fax 506-849-5799
Email: quispamsis@quispamsis.ca
Website: www.quispamsis.ca

- 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 Clerk.
- Application must be received no later than **1:00pm on the Thursday** 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 Clerk.
- Follow this link for Council Meeting dates

http://quispamsis.ca/wp-content/uploads/2015/11/2016_Council_Mtg_Schedule.pdf

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 are 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 Clerk.

Telephone 506-849-5738
Email csnow@quispamsis.ca



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- ☐ 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

What is the specific action being requested

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

Please be advised that no new material may be introduced. Only the information and supporting attachments in this application may be presented to Council. Speaking time is limited to ten minutes.