

Participation Procedures for Public Hearings & Council Meetings

Pursuant to the Municipal District of Willow Creek "Public Participation and Communication Policy" No. 120-38 the municipality will "inform citizens and stakeholders about opportunities to participate in public consultation and citizen engagement processes using the municipal website, social media, print and electronic media.

The following are methods that you may use to participate in a M.D. of Willow Creek Council meeting, appear as a delegation or make a presentation or statement to Council.

1. PUBLIC HEARINGS - MAKE YOUR PRESENTATION TO COUNCIL VIA ZOOM

If you are unable to attend a Council meeting to make a presentation at a Council meeting or a Public Hearing you may be able to participate virtually by Zoom. In order to participate via Zoom, you must arrange your delegation with the Chief Administrative Officer or register by email to md26@mdwillowcreek.com on the Friday prior to the scheduled public hearing and include the following information:

- For Public Hearings – the Name of Applicant, Application, or File Number, and Date and Time of the Public Hearing(s) you are attending
- For Council meeting presentations – the name of the individuals participating, all background and presentation information. A delegation to council is only confirmed once a time and date have been confirmed in writing by the CAO.
- **Your Name** (you must use the same spelling when registering and when signing in)
- **Email address**
- **Phone number** (for contact purposes in case there are technical difficulties during the hearing)
- **Your purpose for attending** (i.e. indicate whether you are making presentation as the applicant or agent, or are speaking in support of, or in opposition to the proposal, etc.)

Deadline for registration for a Public Hearing is 4:30 P.M. on the Friday prior to the Council meeting. Late registrations will not be accepted. Once registered, an email with detailed instructions will be sent to you within 48 hours of the scheduled hearing date and time.

2. TO REQUEST TO MAKE A PRESENTATION TO COUNCIL VIA CONFERENCE CALL

In order to participate via Conference Call, you must first register by email to md26@mdwillowcreek.com and include the following information:

- **Name of Applicant, Application, or File Number, and Date and Time of the Public Hearing(s) you are attending**
- **Your Name** (you must use the same spelling when registering and when signing in)
- **Email address**
- **Phone number** (for contact purposes in case there are technical difficulties during the hearing)
- **Your purpose for attending** (i.e. indicate whether you are making presentation as the applicant or agent, or are speaking in support of, or in opposition to the proposal, etc.)

Deadline for registration is 4:30 P.M. on the Thursday prior to the Council meeting. Late registrations will not be accepted. Once registered, an email with detailed instructions will be sent to you within 48 hours of the scheduled hearing date and time.

3. MAKE YOUR PRESENTATION TO COUNCIL VIA EMAIL

Public hearings may be live streamed and may be viewed via YouTube during the Public Hearing. During the hearing, comments for Council's consideration can be sent by way of email to md26@mdwillowcreek.com Please include the following information:

- **Name of Applicant, Application, Agenda Item No. or File Number, and Date and Time of the Public Hearing(s) you are making comment on**
- **Your Name**
- **Your full mailing address and legal land description**
- **Purpose of your Email** (i.e. indicate whether you are making presentation as the applicant or agent, or are speaking in support of, or in opposition to the proposal, etc.)

Emails must be received prior to the close of the opening of a hearing. Emails received after the close of a public hearing will not be considered by Council.

Emails received after the meeting is closed will not be considered by Council until the following council meeting.

4. MAKE YOUR PRESENTATION TO COUNCIL VIA LETTER

You may submit a letter at any time to Council for consideration at both council meetings and to public hearing. Letters can be submitted by email to md26@mdwillowcreek.com fax (403)625-3886, by regular mail to M.D. of Willow Creek No. 26 Box 550 Claresholm AB T0L 0T0, or dropped off at the front desk of the at the Willow Creek Administration Building. Letters must include the following information:

- **Name of Applicant, Application, or File Number, and Date and Time of the Public Hearing(s) you are making comment on**
- **Your Name**
- **Your full mailing address and legal land description**
- **Purpose of your letter** (i.e. indicate whether you are making presentation as the applicant or agent, or are speaking in support of, or in opposition to the proposal, etc.)

Letters must be received prior to the start of a public hearing. Letters received after a public hearing is closed will not be considered by Council.

Letters must be received prior to the start of a council meeting. Letters received after a Council meeting is closed will be submitted to the following meeting.

Please Note: all submissions will be considered to be part of a file that can be viewed by the public at any time.