

TOWN OF COCHRANE DELEGATION TO COUNCIL REQUEST FORM

Any person, group of persons, or organization wishing to address Council with respect to a matter already on Council Agenda shall submit a written request to the Clerk no later than 12:00 noon, five (5) business days prior to the meeting of Council. Delegation requests to address Council on matters not already on the Agenda must be submitted at least fourteen (14) days prior to the meeting.

Meeting Date: _____ **Alternate Date:** _____

Delegate(s) Name to appear on Meeting Agenda: _____

Are you representing a Group? Yes No

Name of Group & Your Title: _____

Will other Group Members be attending? Yes No

Provide brief details of your delegation:

Have you consulted with staff on this issue(s) previously? Yes No

If you answered "yes", provide name(s) of staff: _____

Have you appeared before Council on this issue(s) before? Yes No

If Yes what date(s) _____

Date of Submission:

Please provide your contact information:

Name: _____ **Email:** _____

Address: _____

Contact Phone Number: Daytime: _____ Evening: _____

Do you have any special requirements when presenting? _____

Additional documentation attached? (include with form) Yes No

Additional documentation to be provided at meeting? Yes No

Will a Power Point presentation be used? (submit prior) Yes No

In signing and submitting this form, I am acknowledging that any information appearing on the front page of this form may appear on a meeting agenda.

Signature of Person Requesting Appearance: _____

Note: Any meeting presentation material must be submitted to the Clerk no later than 12:00 noon, five (5) business days prior to the meeting. All delegation material will be reviewed by staff.

Please remit this form to the Clerk, by email, fax or hand delivery. Once the form/material is received, Clerk will contact you to confirm your placement on the agenda. Thank you.

Town of Cochrane - 171 Fourth Avenue, Cochrane, ON P0L 1C0
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Disclaimer: Please note that submission of this form does not guarantee the approval of your request. In addition, all information submitted will be considered to be public information and therefore subject to full disclosure, under the Municipal Freedom of Information and Protection of Privacy Act. Personal information collected on this form is authorized under the Town's Procedural By-law 1424-2020 and will be used to contact individuals and/or organizations requesting to appear before Council. The name(s) of the delegate(s) will be published as part of the meeting agenda which is also posted on the Town's website.

DELEGATIONS

As per Procedural By-law No. 1424-2020

18) DELEGATIONS AND PRESENTATIONS

- I. Any person, group of persons, or organization wishing to address Council with respect to a matter already on Council Agenda shall submit a written request to the Clerk no later than 12:00 noon, five (5) business days prior to the meeting of Council. Delegation requests to address Council on matters not already on the Agenda must be submitted at least fourteen (14) days before the date and time of the Meeting of Council. Delegations shall only be heard at regular Meetings of Council, unless specifically invited by Council to a Meeting of a Committee of Council.
- II. Delegations:
 - a. May only address Council at a Meeting with respect to matters that are on the Agenda for that particular meeting, or as provided in 18(I). On matters clearly beyond Council's jurisdiction Delegations will be directed by the Clerk to the most appropriate authority. Subsection 18(IV) shall apply regarding notice of a request to appear. Where there is no staff report dealing with the specific subject of the Delegation, the matter may be referred to a future Meeting of Council or a Standing Committee and a staff report may be requested for that meeting prior to having a position taken on the subject matter of the Delegation.
 - b. In the event that in the Clerk's opinion the matter is urgent in nature and requires a decision prior to the next Council Meeting, clause 18(III)(a) shall not apply and the Delegation may be heard at the conclusion of all items of business on the Agenda, with a 2/3 vote of the Members present pursuant to a motion to suspend the rules.
 - c. Delegation appearing before Council who have previously appeared on the same subject matter shall be limited to providing only new or requested information in their second and subsequent presentations. Failure to provide the new information in accordance with Subsection 18(I) will result in denial of the request to appear by the Clerk, in consultation with the Mayor.
 - d. The Clerk shall list on the Agenda, or where notice has not been given before the Meeting, Council must give its consent by motion, after receiving from the Delegation the requirements of subsection 18(IV).
- III. Before appearing before Council, notice must be given in accordance with section 18(I) to the Clerk, or where notice has not been given before the Meeting, Council must give its consent by motion, after receiving from the Delegation the requirements of subsection 18(IV)
- IV. The notice shall be legibly printed or typewritten on paper and signed by at least one representative of the Delegation, and shall provide the following information:
 - a. The topic to be discussed;
 - b. The identity of the spokesperson or agent who will make the presentation;
 - c. A copy of any written material to be presented by the Delegation. If in the opinion of the Mayor and Clerk sufficient detail has not been provided in the request, the matter shall not be placed on the Agenda until further written clarification has been provided to the satisfaction of the Mayor and Clerk. Where more than one (1) person wishes to speak, the consent of the Chair must be obtained;
 - d. A clear statement of the action or outcome sought by the Delegation.
- V. A presentation by Delegations shall be for a maximum of ten (10) minutes per Delegation (whether the Delegation consists of an individual or a group) unless the Chair gives permission for a longer presentation.
- VI. Questions directed towards Council in the form of a presentation or by a Delegation shall be submitted in writing and any subsequent response by Council shall in a time and manner as deemed appropriate by Council.
- VII. A written response to the Delegation shall be submitted by Council as soon as possible after full consideration of the Delegation.
- VIII. Persons addressing Council shall confine their remarks to the business stated in their written request to be heard, and such shall be presented in a respectful and temperate manner, and their conduct shall be governed by the provisions set out in clauses 30(I), (II) and (III) of this by-law.
- IX. Except on matters of order, Members, other than the Mayor or Chair, shall not interrupt a Delegation while the Delegation is addressing Council.
- X. Members may ask Delegations only questions of clarification and shall not express an opinion or enter into debate with the Delegations.
- XI. The Clerk, in collaboration with the Mayor and/or Chief Administrative Officer may refuse to schedule a Delegation if it is deemed that the topic of the Delegation is beyond the jurisdiction of the municipality, contrary to Town policies or contrary to the public interest, or if the matter has been previously considered and no new information is presented.

