

**TOWN OF COCHRANE  
DELEGATION TO COUNCIL  
REQUEST FORM**

Any person, group of persons, or organization wishing to address Council shall submit a written request to the Clerk no later than 4:30 p.m., five (5) business days prior to the meeting of Council.

**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:**

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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
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Additional documentation to be provided at meeting?	Yes	No
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Will a Power Point presentation be used? (submit prior)	Yes	No
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**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 4:30 p.m., 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

EMAIL: [alice.mercier@cochraneontario.com](mailto:alice.mercier@cochraneontario.com)

PHONE: 705-272-4361 ext. 231 FAX: 705-272-6068

***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 1526-2022 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. 1526-2022**

### **16) DELEGATIONS AND PRESENTATIONS**

- I. Any person, group of persons, or organization wishing to address Council shall submit a written request to the Clerk no later than 4:30 p.m., five (5) business days prior to the meeting 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 16(I). On matters clearly beyond Council's jurisdiction Delegations will be directed by the Clerk to the most appropriate authority. Subsection 16(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. Delegation appearing before Council who have previously appeared on the same subject matter shall be addressed on a case by case basis by the Clerk presenting the request to the Mayor and seeking direction on how to proceed.
- III. Before appearing before Council, notice must be given in accordance with section 16(I) to the Clerk.
- 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 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 satisfying the concern. Where more than one (1) person wishes to speak, the consent of the Mayor must be obtained;
  - d. A clear statement of the action or outcome sought by the Delegation.
- V. A presentation by Delegations shall be originally regulated by a ten (10) minutes limit per Delegation (whether the Delegation consists of an individual or a group) unless the Mayor 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 be 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 targeting two weeks maximum.
- VIII. Persons addressing Council shall confine their remarks to the business stated 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 Presiding Officer, 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. Members may offer opinion to the Presiding Officer. Council may also determine to debate the issue after hearing the delegation; however, if a Council debate has begun the delegation will not have an opportunity to address Council during the debate without leave of Council to do so.

