



## TOWN OF POUCH COVE

### REQUEST TO APPEAR BEFORE COUNCIL/COMMITTEE AS A DELEGATE

Delegates are individuals or group representatives that are formally included on a Regular Council or Committee Meeting agenda generally to:

- Initiate discussion on a matter of community interest that falls within jurisdiction.
- Bring Council or Committee up to date on a project, idea, or concept; and
- Make a specific request for Council or Committee consideration

As per Section 2(d) of the Town of Pouch Cove Rules of Procedure Governing Meetings (effective January 27, 2025) which reads:

#### **Council Meetings:**

When delegations request to be present at Council meetings, the following procedure shall apply:

- A written request must be submitted to the Town Office by the close of business on Friday prior to the meeting.
- The Mayor will decide if the request is of sufficient importance to warrant the privilege of addressing Council should be granted.
- Requests to address the Council will only be considered after appropriate representations have been made to Council through the committees of Council.
- The privilege of speaking will be granted for a period of five minutes. There will be no discussion or debate. The Chair may request further information or clarification.

#### **Committee Meetings:**

When delegations request to speak at a committee meeting, the following procedure shall apply:

- Requests to address the COW will only be considered after appropriate understanding of the issue has been made known to staff through initial communications.
- A written request must be submitted to the Town Office not later than four (4) business days preceding the meeting.
- The privilege of speaking will be granted for a period of fifteen (15) minutes.

**Deadlines:** Delegation Request Form and all supporting documentation, including written background material, presentations and any handouts must be submitted no later than the Friday prior to the Regular Council meeting or four (4) days prior to the Committee (including Committee of the Whole) meeting which will hear the delegation to Town Hall 660 Main Rd or email [infor@pouchcove.ca](mailto:infor@pouchcove.ca)

**Support documentation format:** Handouts or presentation material must be sent attached to this form on the same deadline. If sent by email, the material must be in PDF, jpg, or PowerPoint format.

**Confirmation:** Delegations are contacted by the Chief Administrative Officer (or other Town administrative staff authorized to provide approval) to confirm your place on the agenda.

**Meeting format:** Each delegation is permitted 15 minutes to present at a Committee Meeting or 5 minutes at a Regular Council Meeting, followed by an opportunity for Council to ask questions.

**Process:** Except in unusual circumstances all delegations should first be addressed at Committee Meeting prior to a Regular Council Meeting.

Please phone (709) 335-2848 or email [info@pouchcove.ca](mailto:info@pouchcove.ca) if you need any assistance.

**PERFERRED MEETING & DATE**

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(See the Council Meeting Schedule at [www.pouchcove.ca](http://www.pouchcove.ca) or the Town Hall)

**APPLICANT NAME AND CONTACT INFORMATION**

Last Name:	Frist Name:
Email (Optional):	Phone Number:

**ORGANIZATION NAME, IF APPLICABLE, AND CONTACT INFROMATION**

Organization:
Email (Optional):

**NAME OF PRESENTERS/ORGANIZATION**

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**SUBJECT AND PURPOSE OF PRESENTATION**

Clearly outline the topic of your presentation:
List the desired outcomes of the presentation:

**PURPOSE OF PRESENTATION:**

<input type="checkbox"/> For Information	<input type="checkbox"/> Requesting Action
<input type="checkbox"/> Request Funds	<input type="checkbox"/> Other (provide details)

**IMPORTANT INFORMATION ABOUT PRIVACY AND YOUR PRESENTATION**

Collection of personal information via this form is authorized under the Access to Information and Protection of Privacy Act, 2015 and is needed to process your application. Questions about the collection and use of the information may be directed to the Town of Pouch Cove ATIPP Coordinator at [atipp@pouchcove.ca](mailto:atipp@pouchcove.ca) .