

**APPENDIX "A"**

**Delegation Form – Request to make a Delegation**

To speak at a meeting of Council or Committee, you must complete this form and submit it to the Clerk to ensure that your name and address are accurately noted. Council Agendas are finalized the Wednesday prior to the Council meeting, and if a Request Form is received after 10:00 am Wednesday or if the Agenda is deemed full, the Request Form shall be considered at the next appropriate meeting.

Subject/Application: \_\_\_\_\_

\_\_\_\_\_

- I wish to address Council/Committee
- Related or background information is attached for circulation to Council

Name: \_\_\_\_\_

Firm/Organization (if any): \_\_\_\_\_

Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Signature: \_\_\_\_\_

**How to Make a Delegation:**

1. Please submit this completed form to the Clerk
2. Please state your name and address prior to speaking, and
3. Please provide a copy of materials used in your presentation, if any, to the Clerk for the official record of the Municipality. Material provided prior to the meeting will be circulated to Council/Committee for their review before the meeting.

**Decorum dictates respect for all opinions and individuals are reminded there is zero tolerance for coarse language and inappropriate behaviour.**

Important information about Public Meetings held under the Planning Act  
Public Meetings give property owners/residents the opportunity to voice opinions or comments regarding an application for the approval of:

- Zoning By-Law Amendments
- Official Plan Amendments
- Plans of Subdivision or Condominium

Such Public Meetings are generally brief and schedule during Council or Planning and Development Committee meetings with notice given to immediate area residents and published in local newspapers. Under the Planning Act, if you do not express your views at a Public Meeting or in writing to the Clerk's Department before or during a Public Meeting, the Ontario Municipal Board (OMB) may refuse your request for referral (objection) or dismiss all or part of your appear without holding a hearing.

## APPENDIX “A”

### **How can I speak at a Council or Committee meeting?**

If you wish to make a presentation to Council or Committee at a regularly scheduled meeting, please complete the Delegation Form and return it to the Clerk.

**Please note: We encourage delegates to make their presentation at the Committee level, where possible**

### **How long may I speak?**

The Procedural By-law allots delegations up to ten minutes to address the members.

### **What is the procedure?**

All comments are direct to an through the Meeting Chair. Members of Council or Committee may, through the Chair, direct a response or question where appropriate. No more than one person shall speak at one time and at all times, property language, speech and decorum shall be maintained. The Chair may direct that any person in violation of proper decorum be expelled from the meeting.

### **What happens after I speak?**

After you have spoken and answered any questions, please return to your seat and remain silent being cognizant of the fact it is now time for Members of Council to debate the issue and make their decision or defer a decision pending additional information. Although the Mayor and Members of Council encourage the public to present their opinions, necessary decorum dictates that all opinions must be respected and outburst from the gallery cannot and will not be tolerated.

### **When does Council meet?**

Council meetings are generally held in the Council Chambers at the municipal office in Coldstream on the first Wednesday of each month at 4:00 p.m. and on the third Wednesday of each month at 7:00 p.m.

### **Where can I get a copy of the meeting agenda?**

Copies of Council agendas are available from the Clerk's Office on the Friday afternoon preceding the Council meeting after 3:00 p.m. or on the website.

### **What is a Standing Committee?**

Standing committees are established to discuss issues in detail before making recommendations to Council. Standing Committees report directly to Council. Standing Committee meetings are generally held at the Municipal Office and are open to the public. The prominent standing committees are:

- **Corporate Services Committee** considers matters relating to finance and budget items; contract services for police and animal control; fire and emergency services matters; cemeteries, municipal property matters no including maintenance and operations. It generally meets on the 4<sup>th</sup> Monday of each month at 11:00 am with 4 members of Council appointed.
- **Public Works and Engineering Committee** considers matters relating to water and wastewater management, roads and transportation; waste management. It generally meets on the 4<sup>th</sup> Monday of each month at 9:00 am with 4 members of Council appointed.
- **Recreation and Facility Services Committee** considers matters related to the development and management of public parkland facilities; matters related to recreation services and facilities. It generally meets the 3<sup>rd</sup> Monday of each month at 7:00 pm with 4 members of Council appointed and 5 public representatives appointed.
- **Planning and Development Committee** considers matters that the municipality is responsible for under the Planning Act, Condominium Act, Environment Assessment Act, Ontario heritage Act and related legislation and general development matters. It generally meets the 3<sup>rd</sup> Wednesday of each month at 4:00 pm with all members of Council appointed.

Public Meetings are called under the provision of the Planning Act. These meetings give notice and provide a venue to inform the public about applications for development in the Municipality and are scheduled during Planning and Development Committee.