



REQUEST TO APPEAR BEFORE COUNCIL

Please submit this completed form to the Assistant Town Clerk (deliver, mail, fax or e-mail) together with a copy of the material(s) to be presented (this material is used for the official record).

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Town of Oromocto
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Oromocto, NB E2V 2V3

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E-mail: goguen@oromocto.ca

Full name: _____

Group/Association: _____

Title of Person(s) presenting: _____

Address: _____

Telephone: _____ Fax: _____ E-mail: _____

Preferred timeframe in which you wish to present: _____
(month/year)

Title of Presentation: _____

Include a brief statement outlining the purpose for appearing before Council and indicate the action being requested:

If you are requesting financial assistance, specify the amount: _____

Format of presentation (check one):

Verbal: ___ PowerPoint: ___ Both: ___

Date

INFORMATION AND GUIDELINES

The following information is provided for your assistance when preparing to address the Town of Oromocto Council.

REGULAR TOWN COUNCIL MEETING

Regular Town Council meetings commence at 5:30 pm in the Council Chamber, Municipal Building on the Thursday, following the the 3rd Wednesday, unless otherwise advertised on the Town website and in the media.

COUNCIL-IN-COMMITTEE

Council-in-Committee meetings commence at 5:30 pm in Council Chambers, Municipal Building on the Tuesday before Council meeting, unless otherwise advertised on the Town website.

COMMITTEES

Committees meet monthly in the Second Floor Committee Room, Municipal Building, unless otherwise advertised on the Town website. The schedule is as follows:

- Planning and Advisory Committee – 1st Wednesday of each month
- Recreation and Tourism Committee – 1st Thursday of each month

GENERAL INFORMATION

- In conjunction with the Office of the Town Clerk, the most appropriate meeting at which to give your presentation will be determined, i.e. Town Council, Council-in-Committee, or a Standing Committee.
- In the case of a group of individuals wishing to address Council on the same matter, the Town Clerk will encourage the group to appoint one or two spokespersons to address Council on behalf of the group.
- Delegations are given approximately 10-15 minutes to make a presentation.
- In the case of Council-in-Committee and other committees, members of the committee, through the chairperson, may engage in dialogue with the person making a presentation as a matter of receiving and/or clarifying information.
- Delegations that have previously appeared before Council on a subject matter are to provide new information only in any subsequent presentation relating on the matter.
- Delegation will be contacted to confirm the scheduled date and time of their presentation.
- Requests to address Council must be received by the Assistant Town Clerk before 4:30 pm on Wednesday, a week prior to the scheduled meeting.