

DELEGATION REGISTRATION REQUEST FORM

Regularly scheduled Council meetings are held in the Council Chambers at 111 Sandiford Drive, Stouffville on the 1st Wednesday at 7 p.m. and 3rd Wednesday at 9 a.m. of each month, or as otherwise indicated on the Council Meeting Schedule.
(subject to change)

Council Meetings will be video-recorded and made available online.

<i>Name:</i>	<i>Organization:</i>
<i>Mailing Address including postal code:</i>	<i>Organization's Website:</i>
<i>Contact telephone:</i>	<i>E-mail address:</i>

1. When do you wish to make your delegation? _____

2. To your knowledge, is the matter on the agenda for the meeting you wish to attend?

YES **NO** *If YES, this form is not required – anyone may address a report on a Council Agenda at the meeting.*

3. To your knowledge, has the matter you wish to speak to been considered before Council previously?
NOTE: delegations may only address issues after 6 months has lapsed from the time of Council's original decision.

YES **NO** If YES, When? _____

4. Please summarize the matter you wish to speak to as a delegation and indicate questions you wish to have addressed, if applicable:

5. Have you been in contact with a Town staff member with regard to your matter of interest?

YES **NO** If **YES**, which staff member? _____

6. Are you requesting any financial assistance from the Town?

YES **NO** If **YES**, state the amount: _____

7. Do you have an electronic presentation? **YES** **NO**

HD wide screens and a computer are available for your use during the meeting.

- Electronic presentations should be compatible with Microsoft Office 2007 or newer
- Minimum of 24 font size to ensure that it is visible from a distance
- Page layout – wide screen (16:9)
- Memory sticks/discs/CDs are acceptable for use on the Town's equipment

ADDITIONAL NOTES:

- Complete the **Delegation Registration Form** and submit it by 12 p.m. (noon) on the Monday **9** days before the Council Meeting date, along with any electronic presentations and/or handouts.
- If you wish to provide handouts, please submit 15 copies of the material to the Council Coordinator for distribution to Members of Council and Staff at the meeting.
- Delegations should be made by a designated spokesperson.
- Delegations may speak for a maximum of **10 minutes**.

For more information regarding Council procedures, see sections **(7.9) Public Participation at Council Meetings** and **(7.10) Delegations** of the Procedural By-law, [2016-001-RE](#) being a by-law to govern the proceedings of Council Meetings.

Contact: Council Coordinator
Tel., 905-640-1910 or 1-855-642-8697 ext. 2222
E-mail, clerks@townofws.ca

Personal information on this form is collected under the authority of By-law number 2016-001-RE. Your name, address, comments and any other personal information, is collected and maintained for the purpose of sending correspondence relating to matters before Council; creating a record that is available to the general public in a hard copy format and on the internet in an electronic format. Questions about this collection should be directed to the Freedom of Information and Privacy Coordinator Town of Whitchurch-Stouffville, 111 Sandiford Drive, Stouffville, ON L4A 0Z8; Phone: 905 640 1910 or 1-855-642-8697 ext: 2463; Fax: 905 640 7957