

## DELEGATION REGISTRATION REQUEST FORM

Regularly scheduled Council meetings are held in the Council Chambers at 111 Sandiford Drive, Stouffville on the 1<sup>st</sup> Wednesday at 7 p.m. and 3<sup>rd</sup> 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](mailto: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*