

Delegation Registration Request Form

To ensure Council and Town staff are adequately prepared to respond to your request to be a delegation, we request your assistance by completing the following double sided form. Please also review the attached extracts from the Town Procedural By-law 2012-001-RE.

Please Print or Type Clearly

Name	Address & Postal Code
Phone No. (Days)	Phone No. (Evenings)
	Email address
Organization	Organization URL (website address)

Please indicate the following:

1. When do you wish to appear as a delegation?

Delegations are heard at Council meetings held:

First Tuesday of each month, 7:00 p.m. & third Tuesday of each month, 3:00 p.m.

Both meetings are held in the Council Chamber, 111 Sandiford Drive, Stouffville

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

3. To your knowledge, has the matter you wish to speak to been considered before Council previously?

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

Yes , No If Yes, When? _____

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

Yes , No If Yes, which report? _____

6. Are you requesting any financial assistance from the Town? Yes No

7. Do you require any equipment? (Check those that apply)

Easel(s) Qty _____

Laptop and LCD projector

Flip chart(s) Qty _____

Overhead projector

Other (please indicate): _____

Memory sticks/disks/CDs are acceptable; please do not bring your own laptop.

Notes:

1. The Delegation Registration Request Form, including a copy of your presentation or speakers notes, must be received by the Clerk's Department by 12:00 noon on the Monday seven business days before the date of the Council meeting.
2. Delegations with less than five (5) representatives may speak to a maximum of eight (8) minutes. Delegations with more than five (5) representatives may speak to a maximum of ten (10) minutes.
3. Delegations should be made by a designated spokesperson.
4. The matter of your delegation may be referred to a future Council meeting for decision.
5. Delegations appearing before Council may only be heard once on a matter.
6. Please bring ten (10) copies of materials for distribution to Council and staff if applicable.

Town staff will be in contact with you shortly.

Contact: Gillian Angus-Trail, Council Coordinator

Tel., 905-640-1910 or 1-855-642-8697 ext. 2222

E-mail, gillian.angustrail@townofws.ca.

This information is collected under the authority of By-law number 2012-001-RE. Personal information on this form will be used for the purposes of sending correspondence relating to matters before Council. Your name, address, comments and any other personal information, is collected and maintained for the purpose of creating a record that is available to the general public in a hard copy format and on the internet in an electronic format pursuant to Section 27 of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.M.56, as amended. 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: 2222; Fax: 905 640 7957.

PROCEDURAL BY-LAW

All municipalities are required to have a Procedural By-law that governs the calling, location and proceedings of a Council meeting. The following sections of the Procedural By-law pertain to your involvement in a Council meeting.

2.5 Decorum

- a) Attendees at a Meeting shall maintain order and shall not display signs or placards, heckle, or engage in telephone or other conversations or any behaviour that may be considered disruptive.
- b) All cell phones, personal digital assistant and electronic devices shall be turned off and/or set to silent mode during a Meeting.
- c) The Chair may request security to expel or exclude from any Meeting any person who disrupts the Meeting.
- d) No person, except Members of Council and staff of the Town, shall be allowed to approach the dais where the Members of Council are seated or where Town staff is seated.
- e) Members of the public who wish to submit materials for Council must do so through the Clerk.
- f)
 - i. The use of audio and video recording equipment in the Council Chambers by the public or the media will be permitted provided that it is not disruptive to the Meeting. The location of the recording equipment will be at the discretion of the Chair.
 - ii. If, in the opinion of the Chair, the use of such equipment or devices is deemed to be disruptive to the conduct of the Meeting, the recording privileges will be withdrawn from any offending user. The ruling of the Chair shall be final unless a Member appeals the ruling to Council which shall then decide upon the question without debate. A Fifty Percent plus One vote of the Members present shall be required.

4.4 Delegations

- a) Anyone wishing to appear before Council as a Delegation shall advise the Clerk by 12:00 noon on the Monday preceding the production of the agenda. A Delegation will only be included on the agenda when the Clerk is in receipt of a completed registration form which shall include the nature of the matter to be addressed and contact information for the spokesperson. No Delegation shall be permitted to address Council except those individuals that have submitted a registration form within the prescribed time and are listed as Delegations on the agenda.

- b) The Clerk shall give due consideration to the length of the agenda and the number of Delegations and shall recommend to the requester the earliest possible date when their Delegation may be accommodated. A maximum of three (3) Delegations shall be allowed to address Council per Meeting.
- c) If the Clerk receives four (4) or more requests to appear as a Delegation regarding the same issue at the same Meeting, Council shall be informed and may schedule a special Meeting to address the matter.
- d) No person other than the designated spokesperson may speak on the matter and for not more than a total of eight (8) minutes, except that a Delegation consisting of more than five (5) persons who are present at the Meeting may have more than one (1) speaker provided that the total speaking time does not exceed ten (10) minutes. A Delegation not on the agenda and not appearing in respect to a matter on the agenda shall not be heard without the consent of at least a Fifty Percent plus One vote of the Members present.
- e) All Delegations on an issue shall be heard before questions are asked of staff or discussion takes place among Council.
- f) Once discussion in respect of a motion or resolution has commenced, no further presentation shall be made by a Delegation or by any person other than a Member, except at the discretion of the Chair.
 - i. Council shall Receive the Delegation and any documentation. In addition, Council may refer the matter to staff and request that a report be brought forward to a future Council Meeting.
 - ii. Notwithstanding Sub-section 4.4 f) i. of this By-law, no Delegation shall be permitted when the subject matter to be addressed relates to a recommendation of any tribunal that has conducted a hearing under the Statutory Powers Procedures Act.
- g) The Chair may curtail any Delegation, any questions of a Delegation or debate during a Delegation for disorder or any other breach of this By-law. If the Chair rules that the Delegation is concluded, the person or persons shall be seated. The decision of the Chair shall not be subject to any challenge.
- h) Delegations shall not:
 - i. Speak more than once on an item;
 - ii. Speak disrespectfully of any person;
 - iii. Use offensive words;
 - iv. Speak on any subject other than the subject for which they received approval to address Council;
 - v. Disobey a decision of the Chair;
 - vi. Enter into cross debate with other Delegations or presenters, Town staff, Members or the Chair.
- i) Upon the completion of a Delegation to Council, any discourse between Members and the Delegation shall be limited to Members asking questions for clarification and obtaining additional relevant information only. Members shall not enter into debate with the Delegation. Once a motion has been moved and seconded, no further presentation or questions of the Delegation shall be permitted.

4.5 Speakers Regarding Items on the Agenda

- a) In addition to the restrictions noted in Sub-section 4.4 of this By-law, a member of the public wishing to speak in respect to a matter on the either the Consent Agenda portion or the Discussion Agenda portion of the agenda shall request that said matter be noted as an item for separate discussion. The Speaker shall be heard at the time the matter is considered by Council, and will not be listed as a separate Delegation on the agenda.
- b) Speakers shall be permitted to speak on a matter only once and may speak for no more than five minutes. A five-minute extension to speak may be decided, without debate, by a Fifty Percent vote of the Council Members present at the Council Meeting. Where there are numerous Speakers taking the same position on a matter, they are encouraged to select a spokesperson to present their views. Speakers are also encouraged to not repeat information presented by an earlier Speaker.
- c) Speakers shall be encouraged to submit any questions they may have of staff to the Clerk in writing prior to the Meeting.
- d) Members shall be permitted to ask questions or seek clarification from the Speaker but shall not make statements to or enter into debate with the Speaker.
- e) Questions of staff by any Speaker shall be received by the Chair and addressed when practical prior to the consideration of the matter.