



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. Please review notes on reverse.

Name	Address & Postal Code
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Telephone No. (Days)	Telephone No. (Evenings)	Email address
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Organization, if applicable	Organization URL (web address)
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Please indicate the following:

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

*Delegations are normally 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, 4th floor, 37 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? _____

Please Print or Type Clearly



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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. Requests to be delegations must be received by the Clerk's Department by noon (12:00 p.m.) on the Monday preceding the week of the publication of the Council agenda.
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. Where there is no accompanying staff report in respect to the matter of your delegation, the matter will 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.

Contact:
Council Coordinator
Tel., 905-640-1910, ext. 222

Alternate Contact:
Deputy Clerk
Tel., 905-640-1910, ext. 321

This information is collected under the authority of By-law number 2008-013-MS

Town staff will be in contact with you shortly.

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