

PARTICIPATING AT COUNCIL MEETINGS

Communication between residents, Council and Town staff is a critical part of developing an effective and open municipal government. You are encouraged to attend and provide your feedback at meetings of Council.

This pamphlet outlines how you can participate at meetings of Council.

Council Meetings

Council is responsible for governing the affairs of the Town of Whitchurch-Stouffville. Composed of the Mayor and six Ward Councillors, Council is elected to serve a four year term.

Council Meetings are held in the Council Chambers, 111 Sandiford Drive, Stouffville, usually on:

1st Tuesday of each month: 7:00 pm.

3rd Tuesday of each month: 3:00 pm.
Public Hearings 7:00 pm (if required)

Please confirm meeting dates and times on the Town Council Calendar www.townofws.ca/calendars.asp

The Council Chambers is wheelchair accessible. Disabled parking is available. Assistive Hearing Devices are available for use upon request.

How can I participate in a Council Meeting?

The public may participate as a **Speaker** or as a registered **Delegation**.

Speakers are welcome at Council meetings and may address Council regarding any report on the agenda.

Shortly after the Council meeting is called to order, the Mayor or Chair will ask the audience if they wish to speak to any items on the agenda and to indicate their name. When the item of interest is considered, the Mayor or Chair will call upon the Speaker to address their concerns or provide their feedback. **Speakers will be allotted five (5) minutes.**

You are encouraged to seek answers to your questions through Town staff, prior to the meeting. Information brought to staff's attention prior to the meeting will help to inform Council's decisions.

Delegations are individuals or groups who have registered to speak to Council on a particular matter. Please note that delegations will not address:

- Items addressed in Town staff reports;
- Reconsideration of Council decisions (6 months from time of Council decision must lapse before reconsideration);
- Proclamations; or
- Matters before a Town tribunal.

The delegation registration form is available online at www.townofws.ca or in person at the Clerk's Department and must be received by 12:00 noon on the Monday seven business days before the date of the Council. A copy of your presentation or speakers notes should be included with your registration form.

The delegation spokesperson may speak for not more than a total of eight (8) minutes or total of ten (10) minutes for groups of five (5) or more.

What is the difference between a Speaker and a Delegation?

Speakers address reports included in the Council agenda. Pre-registered Delegations address items of interest to the municipality, unrelated to the Council agenda. Generally, Delegations are more formal and may have materials prepared for distribution to Council.

I cannot attend Council Meetings. How can I provide my feedback?

You may provide your feedback by contacting a member of Town staff or through your Ward Councillor.

Call the Town's Customer Service: 905-640-1900 or 1-855-642-TOWN (8696) for further information and to learn the name and contact information for your Ward Councillor.

Is audio-visual equipment available for Delegations?

Audio-visual equipment (LCD projector, overhead projector, microphone) are available for your use as a Delegation.

Please outline audio-visual requirements on your delegation registration request form. At a minimum, please outline your audio-visual requirements to the Council Coordinator, Clerk or Deputy Clerk no later than 12:00 noon on the day of the meeting to allow time to ensure your presentation can be loaded and displayed. A minimum of 24 font size should be used on presentations to ensure that they are visible from a distance.

How many copies of materials will be required to be distributed?

Ten (10) copies of materials used in the presentation should be provided to the Clerk. One copy is for inclusion in the official records of the Town and the other nine copies are for distribution to the Members of Council and Town staff.

What will Council do with my feedback?

If you are seeking direction from Council and there is no accompanying staff report pertaining to your request, Council will most likely refer the matter to staff and request that a report be brought forward at a future meeting.

You will be notified by letter of Council's referral or decision.

How do I access Council agendas?

The next Council meeting agenda will be available to the public at the Municipal Offices and www.townofws.ca by noon on the Thursday prior to the meeting.

Decorum

When requested to speak please move from your seat to the podium or microphone. Do not address Council from your seat in the audience as people in the Council Chambers cannot hear you.

Attendees at Council Meetings shall not:

- Display signs or placards;
- Heckle or use offensive words;
- Speak disrespectfully of any person;
- Talk on cell phones; or
- Engage in conversations which may be considered disruptive.

When addressing Council or answering a question, regardless of where the question came from, you should always address your comments to the Mayor, or Meeting Chair.

Further information:

Research present and past Council agendas & minutes www.townofws.ca

Automated Line:

905-640-1910 or 1-855-642-TOWS (8697)

Council Co-ordinator: ext 2222

Town Clerk: ext 2224

Deputy Clerk: ext 2321

Customer Service:

905-640-1900 or 1-855-642-TOWN (8696)

Fax: 905-640-7957

WELCOME TO A MEETING



*Participating
at a
Town Council Meeting*

Town of Whitchurch-Stouffville

111 Sandiford Drive
Stouffville, Ontario L4A 0Z8

www.townofws.ca

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