



Town of Whitby Delegation Request Form

RETURN COMPLETED DELEGATION REQUEST FORM TO:

D. Wilcox, Town Clerk (905) 430-4315
Town of Whitby (905) 686-7005 (Fax)
575 Rossland Road East clerk@whitby.ca
Whitby, ON L1N 2M8

I WISH TO APPEAR BEFORE:

STANDING COMMITTEE

COUNCIL

- Planning & Development Committee
 Operations Committee
 Management Committee

DATE OF MEETING: _____

NAME OF DELEGATE(S): _____

ADDRESS: _____

PHONE: _____

EMAIL: _____

- Representing a Group/Organization/Business Attending as an Individual

(Name of Group/Organization/Business)

REASON(S) FOR DELEGATION REQUEST (subject matter to be discussed):

Use a separate page if more space is required or attach additional documentation.

ADDITIONAL DOCUMENTATION AND PRESENTATION MATERIALS:

Additional documentation attached? Yes No

Additional documentation to be provided at meeting? Yes No

NOTE: Please provide the Clerk with 20 copies of all additional documentation to be distributed at the meeting.

Will a PowerPoint presentation be made? Yes No

NOTE: An electronic copy of the PowerPoint presentation is required to be submitted to the Town Clerk no later than 12:00 noon on the Friday before the meeting.

For Office Use Only:

Date Request Received: _____ Request Received by (Initials): _____

Request relates to: _____

Staff Report: _____ Staff Name: _____

Personal Information contained on this form is authorized under Section 8(13) of the Town of Whitby Procedural By-law 6125-08, for the purpose of contacting individuals and/or organizations requesting an opportunity to appear as a delegation before Town of Whitby Council or a Standing Committee of Council. The Delegation Request Form may be published in its entirety with the public agenda which is also posted on the Town's website. The Procedural By-law is a requirement of Section 238(2) of the *Municipal Act, 2001*.

Please note that all meetings are open to the public except where permitted to be closed to the public under legislated authority. Questions regarding collection of the information on this form may be directed to the Clerk's Division, 575 Rossland Road East, Whitby, ON, L1N 2M8, (905) 430-4315.

RULES REGARDING DELEGATIONS

- Delegations are only permitted before Council provided that the Delegate has already appeared before the appropriate Standing Committee of Council
- Delegations are only permitted before a Standing Committee provided that the subject matter of the delegation directly relates to a matter which already appears on the agenda.
- In order to be included as a delegation on the public agenda, Delegates must submit to the Town Clerk, a written request to appear no later than 12:00 noon on the Wednesday before the scheduled day of the meeting, including a written outline of the comments to be made at the meeting. Delegation requests received after this time will not be listed on the public agenda, but at the discretion of the Clerk, may be granted permission to speak in front of Council or the appropriate Committee.
- There is a strict time limit for delegations at meetings. Delegations will generally have 10 minutes for their presentation, not inclusive of questions from Council or the Committee.
- PowerPoint presentations are permitted provided that an electronic copy of the presentation is submitted to the Town Clerk no later than 12:00 noon on the Friday before the meeting. A copy may be distributed to Members of Council, or Committee as the case may be, as part of the delegation submission.