



Town of Whitby Delegation Request Form

In accordance with the Town's Procedure By-law, if you wish to appear before Council or a Standing Committee of Council you must complete this form. Additional information regarding appearing before Council can be found on www.whitby.ca/delegations.

Date of Meeting: _____

Name of Delegate(s): _____

Address: _____

Phone: _____ Email: _____

Attending as an Individual

Representing a Group/Organization

Name of Group/Organization (if applicable) _____

Due to the ongoing COVID-19 Pandemic, please select your preference to attend the meeting in person or to participate virtually. Please note that in-person attendance will be accommodated in Council Chambers depending on interest and current public health guidelines.

Preferred attendance in person or virtually

Item number and/or Staff Report you wish to speak to: _____

Reason(s) for wishing to appear as a delegation:

Are you in favour of the recommendation?

Additional Documentation Attached?

Yes

No

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.

Submit this form by email to clerk@whitby.ca

The Delegation Request Form may also be submitted in person or by mail to the Office of the Town Clerk at Town Hall: 575 Rossland Road East, Whitby, ON L1N 2M8

Personal information contained on this form is collected in accordance with the Procedure By-law 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. Personal information supplied with this form may be published with the public record of the meeting.

Questions regarding collection of the information on this form may be directed to the Office of the Town Clerk, 575 Rossland Road East, Whitby, ON L1N 2M8, 905.430.4315.