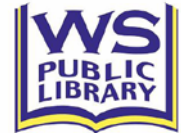


# WHITCHURCH-STOUFFVILLE PUBLIC LIBRARY



## DELEGATION REQUEST FORM

To ensure that the Library Board and 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 Whitchurch-Stouffville Public Library Board's By-law # WSPL 02-01, Section 3.4, which governs the proceedings of Library Board Meetings.

**Please print or type clearly.**

NAME:	ADDRESS & POSTAL CODE:
TELEPHONE # (days):	TELEPHONE # (evenings):
EMAIL ADDRESS:	
ORGANIZATION:	ORGANIZATION'S WEBSITE:

The Whitchurch-Stouffville Library Board meetings are held on the first Thursday of each month at 7:00 p.m. (excluding July and August) located at the Whitchurch-Stouffville Public Library, 30 Burkholder Street, Stouffville, Ontario.

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Please answer the following:

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

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

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DELEGATION REQUEST FORM: WSPL

3. To your knowledge, has the matter you wish to speak to been considered before the Library Board previously? (Note: Delegations may only address issues after 6 months has lapsed from the time of the Library Board's original decision.)  
YES  NO  If YES, when?: \_\_\_\_\_
4. Have you been in contact with a Library staff member regarding 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, when?: \_\_\_\_\_
6. Are you requesting any financial assistance from the Library Board?  
YES  NO  If YES, when?: \_\_\_\_\_
7. Do you require any equipment for your delegation? (Check those that apply.)  
 Easel(s)  Laptop and LCD projector  Flipchart
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NOTES:

- i) The Delegation Request Form, including a copy of your presentation or speakers notes, must be received by the Library by 12:00 noon on the Thursday **before** the date of the Library Board meeting.
- ii) 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.
- iii) Delegations should be made by a designated spokesperson.
- iv) The matter of your delegation may be referred to a future Library Board meeting for decision.
- v) Delegations appearing before the Library Board may only be heard once on a matter.
- vi) Please bring fifteen (15) copies of materials for distribution to the Library Board and staff if applicable. Library staff will be in contact with you shortly.

CONTACT:

Anna Kroeplin, Administrative Assistant to the CEO  
Telephone #: 905-642-7323, ext. 221  
Email: akroeplin@whitchurch-library.on.ca

*Personal information on this form will be used for the purposes of sending correspondence relating to matters before the Library Board. 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. This information is collected under the authority of By-law number 2008-112-MS.*

*Questions about this collection should be directed to the Chief Executive Officer, 30 Burkholder Street, Stouffville, Ontario L4A 4K1.*

THE WHITCHURCH-STOUFFVILLE PUBLIC LIBRARY BOARD  
BY-LAW NUMBER WSPL 02-01  
A By-law to govern the proceedings of  
Library Board Meetings and  
repeal By-law WSPL 99-01.

*Extract Item 3.4 – Conduct of Business – Delegations*

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3.4 Delegations

- a) The request to appear before the Board as a delegation shall be in writing and shall be received by the C.E.O. prior to the publication of the agenda. A delegation will only be included on the Board agenda when the C.E.O. is in receipt of a written request which clearly states the nature of the matter to be addressed by the spokesperson.
- b) 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 majority plus one vote of the Members present.
- c) A delegation in respect to a matter on the Board agenda shall request that said matter be noted as an item for separate discussion. The delegation shall be heard at the time the matter is considered. Requests to appear as a delegation on an matter that is to appear on the Board agenda shall be advised that they may request that the item be discussed and provide the Members with their delegation at that time. They will not be listed as a separate delegation on the agenda.
- d) No delegation shall be permitted to address the Board except those individuals that have submitted a letter within the prescribed time and are listed as delegations on the Board agenda. All delegations appearing before the Board shall be permitted to speak only once on an item. Once discussion in respect of a motion or resolution has commenced, no further presentation shall be made by the delegation or by any person other than a Member, except at the discretion of the Chair.