



100 John West Way  
Aurora, Ontario  
L4G 6J1  
(905) 727-3123  
aurora.ca

Town of Aurora

## Delegation Request

Legislative Services

This Delegation Request form and any written submissions or background information for consideration by either Council or Committees of Council must be submitted to Legislative Services.

|  |              |
|--|--------------|
| <b>Council or Committee Meeting Date:</b>  |              |
| <b>Subject:</b>  |              |
| <b>Name of Spokesperson:</b>   |              |
| <b>Name of Group or Person(s) being Represented (if applicable):</b>   |              |
| <b>Brief Summary of Issue or Purpose of Delegation:</b>  |              |
| Have you been in contact with a Town staff or Council member regarding your matter of interest? <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> |              |
| <b>If yes, with whom?</b>  | <b>Date:</b> |
| <input type="checkbox"/> I acknowledge that the Procedure By-law permits five (5) minutes for Delegations.   |              |

**Information on the first page of this form will be included on a public agenda.**

Completed forms may be submitted by email to [clerks@aurora.ca](mailto:clerks@aurora.ca) or delivered in person or by mail to Legislative Services, Town of Aurora, 100 John West Way, Aurora, ON L4G 6J1. If you are submitting presentation material, it must be received by Legislative Services no later than 4:30 p.m. on the Friday prior to the meeting.

All delegation requests are subject to the provisions outlined in the Town's Procedure By-law. Legislative Services will confirm your Delegation after reviewing your submission.

**Contact Information:**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

Street Address

\_\_\_\_\_

Town/City

\_\_\_\_\_

Postal Code

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

- Delegates requiring accommodation are asked to contact Legislative Services.
- Delegates are required to follow the Conduct of Delegates provisions outlined in Section 31 b) of the Town's Procedure By-law:
  - i. Delegates shall not make detrimental, offensive or insulting comments, or speak ill of, or malign the integrity of Staff, the public, Council or Committee or other external public agencies.
  - ii. Delegates who contravene this section will not be permitted to finish their delegation and will be asked by the Chair to take their seat in the audience.
- Council and Committee meetings at Town Hall may be audio and/or video recorded and live streamed.

Personal information on this form is collected under the legal authority of the *Municipal Act*, as amended. The information is collected and maintained for the purpose of creating a record that is available to the general public, pursuant to Section 27 of the *Municipal Freedom of Information and Protection of Privacy Act*. Questions about this collection should be directed to the Town Clerk, Town of Aurora, 100 John West Way, Box 1000, Aurora, ON L4G 6J1, Telephone 905-727-3123, ext 4771.