

# Application to Appear Before City Committees or Council

To speak at one of the City's Task Forces or Steering Committees, or Council, you must complete this form. Upon receipt of this form, the Office of the Clerk will confirm your request to speak and provide instructions on how to participate in the meeting.

This form and any additional information for consideration by Council or Committee is due by 12 p.m. (noon) one business day before the meeting where an item is already listed on an agenda.

For Council Public Meetings, this form and any additional information for consideration is due by 12 p.m. (noon) one business day before the meeting.

You can find more information on Council and Committee meetings at [RichmondHill.ca/CouncilMeetings](http://RichmondHill.ca/CouncilMeetings). If you have any questions or concerns, please email the Office of the Clerk for assistance and we'll be happy to help.

All fields marked with an \* are required to submit the form.

[Click here for a printer-friendly version of the Application to Appear Form.](#)

**Subject / Application \***

**Date of meeting (if known)**

**Type of meeting of Council**

**Agenda item number (if known) OR Public Forum**

**First Name \***

**Last Name \***

**Name of organization (if applicable)**

**Address \***

**Postal Code \***

**Email \***

**Phone \***

**Have you been in contact with a City staff member or Council member regarding this? \***

Yes

No

**Brief summary of issue or topic of discussion**

**Upload presentation materials here (such as a PowerPoint or pictures)**

**I acknowledge that the Procedure By-law permits five (5) minutes for delegation \***

I understand

**Do you require accessibility accommodation? \***

Yes

No

**Do you want to participate in-person or electronically? \***

In-person

Electronically by telephone

Electronically by video conference

Please note that submission of this form does not guarantee the approval of your application to appear before City Council or Committees. All requests to speak are subject to the provisions outlined in the Procedure By-law 74-12, as amended. The City Clerk's Office will respond to your request by email after receiving this form.

The personal information on this form is collected pursuant to the Municipal Act, 2001, and will be used and disclosed by the City of Richmond Hill to determine eligibility, perform administrative activities in order for the applicant to appear before a City Committee or Council and create materials that will form part of the public record. Should you have any questions about the collection and use of your personal information please contact the Office of the Clerk, City of Richmond Hill, 225 East Beaver Creek Road, Richmond Hill, Ontario L4B 3P4, 905-771-8800, [clerks@richmondhill.ca](mailto:clerks@richmondhill.ca).