



**REQUEST FOR DEPUTATION BEFORE COUNCIL/COMMITTEE**

Any written or electronic submissions and background information for consideration by Council/Committee must be submitted to the Clerk by 4:30 pm on the Wednesday of the week prior to the preferred meeting. Electronic submissions should be submitted in Microsoft PowerPoint /Microsoft Word format.

Preferred Meeting and Date: \_\_\_\_\_

**I am requesting deputation to speak:**

- a)  on my own behalf; or
- b)  on behalf of a group / organization / association, if b), please state name of group/ organization/association below.

\_\_\_\_\_

**I would like to use:**                     projector                     laptop

**Name(s) of Speaker(s)** A deputation wishing to appear before Council/Committee shall be limited to no more than two (2) speakers with a total speaking time of not more than ten (10) minutes.

\_\_\_\_\_  
\_\_\_\_\_

**Subject of Presentation**

Please describe below, the subject matter of the requested presentation in sufficient detail, to provide the Township a means to determine its content and to assess its relative priority to other requests for presentation. Weight will be given to those requests that provide more detailed descriptions of the content of the presentation, particularly defining how the subject matter aligns with Council's Mandate. Please note, if you intend to include handouts or a presentation using electronic devices, one (1) copy of any electronic presentation and fifteen (15) hard copies of the presentation including any handouts and are to be delivered to the Clerk's Office in accordance with the guidelines for Deputations/Delegations outlined in the Township's Procedural By-law.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Reason why this presentation is important to Council and to the municipality:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Date of Request:** \_\_\_\_\_

**Signature(s) of Speaker(s):** \_\_\_\_\_

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

**Telephone:** \_\_\_\_\_

**Fax:** \_\_\_\_\_                    **Email:** \_\_\_\_\_

**Note:** Additional material may be circulated / presented at the time of the deputation. Scheduling will be at the discretion of the Clerk, and will be confirmed. There are no guarantees that by requesting a certain date(s) your deputation will be accepted, as prior commitments may make it necessary to schedule an alternate date suggested by the Clerk.

Personal information on this form is collected under the legal authority of the Municipal Act, S.O. 2001, c.25 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 Clerk's Office, The Corporation of the Township of Oro-Medonte, 148 Line 7 South, Box 100, Oro, Ontario, L0L 2X0.

**Excerpt from By-law No. 2011-011 - A By-law to Govern the Proceedings of Council and Committees/Technical Support Groups of Council in the Township of Oro-Medonte**

**15.0 DEPUTATIONS/DELEGATIONS**

- a) Council/Committee will entertain up to three (3) deputations/delegations per meeting.
- b) Persons desiring to present information verbally on matters of fact or make a request of Council/Committee shall give notice, in writing on the prescribed form, to the Clerk by 4:30 p.m. on the Wednesday of the week prior to the preferred meeting, stating the purpose of the Deputation and providing a general outline of the subject matter.
- c) No additional deputations to Council will be permitted with respect to any applications which have proceeded through a Public Meeting in accordance with the Planning Act.
- d) Council/Committee may, at its sole discretion, entertain deputations/ delegations with less notice as circumstances warrant. When determining if a deputation/delegation will be heard with less notice than stipulated in Section 15 b), consideration shall be given to the Township's Accountability and Transparency Policy.
- e) Deputations shall be limited in speaking to not more than ten (10) minutes.
- f) A delegation wishing to appear before Council/Committee shall be limited to no more than two (2) speakers with a total speaking time of not more than ten (10) minutes.
- g) Upon consent of the majority of Members present, the ten (10) minute time limit for deputations/delegations may be extended.
- h) Persons requesting to appear before Council/Committee shall be advised of the time limitation in advance of their deputation.
- i) Specific types of audio visual equipment may be used to assist in deputations/delegations to Council/Committee, provided that such equipment has been requested from the Clerk at the time of the deputation/delegation request. Deputation/delegation material must be provide in an electronic format to the Clerk by 4:30 p.m. on the Monday prior to the meeting date.
- j) The Chair of a Committee Meeting or Council Meeting may expel or exclude from the meeting, any person who in the opinion of the Chair, has behaved improperly.
- k) Deputations/delegations appearing before Council/Committee with respect to the same matter on the agenda will be requested to limit their deputation so as not to repeat the same points.
- l) Deputations/delegations to Council/Committee will be limited to one appearance before Council/Committee with respect to the same matter.
- m) Deputations/delegations to Council/Committee will be encouraged to provide written copies of presentations.
- n) No deputation/delegation shall:
  - i) Speak disrespectfully of any person;
  - ii) Use improper language or unparliamentary language;
  - iii) Speak on any subject other than the subject for which they have received approval to address Council/Committee;
  - iv) Disobey the rules of procedure or a decision of the Chair of Council/Committee.
- o) Upon the completion of comments to Council/Committee by a deputation/delegation, any discourse between the members of Council/Committee and the deputation/delegation shall be limited to members asking questions for clarification and obtaining additional, relevant information only. Members of Council/Committee shall not enter into debate with the deputation/delegation respecting their comments.