



**THE CORPORATION OF THE UNITED TOWNSHIPS OF
HEAD, CLARA & MARIA**
15 Township Hall Road
STONECLIFFE, ONTARIO, K0J 2K0

Phone: (613) 586-2526 | Fax: (613) 586-2596 | E-mail: clerk@headclaramaria.ca

REQUEST FOR DEPUTATION

Person Requesting a Deputation: _____

Organization (if applicable): _____

Contact Information: Tel # _____ Email : _____

Meeting Date Requested: _____

Subject Matter: _____

Brief Description of Purpose of Deputation: _____

Have you been in contact with a member of staff with regard to this matter?

Yes No If Yes, provide name: _____

I will have a presentation ...

For Handout at Meeting * Yes No

PowerPoint ** Yes No

(I will require use of a _____ computer, _____ projector, and _____ screen.)

* Handouts require six (6) copies to be provided to the Clerk **prior** to the meeting.

** PowerPoint is to be e-mailed to the Clerk's Office no later than 12:00 Noon on the Friday **prior** to the meeting. Any speaking notes should be provided to Council for its record.

The following are pertinent sections of the Municipal Procedure By-law. Please review these sections and the entire documents on-line so you are sure you understand the requirements and privileges awarded to you in making a deputation to Council.

12.0 DEPUTATIONS

12.1. Persons requesting to present information verbally on matters of fact, give a presentation to or make a request of Council shall give verbal/written notice to the Clerk at least five (5) business days prior to the next regular meeting of the Council. Any information received later than that date may be withheld to the next regular meeting of Council.

12.2. Written documentation of the contents of the deputation shall be provided to the Clerk in order to allow staff time to prepare a report to Council.

12.3. Notwithstanding Section 12.1, delegations not listed with the Clerk prior to the meeting may be heard upon unanimous consent of Council however; any decision shall be deferred on the matter in question until a staff report can be prepared for further consideration by Council or Committee.

12.4. Deputation requests are screened by the Municipal Clerk, in consultation with the Head of Council. The Clerk will contact the requester by telephone or email to confirm or deny the request. The Clerk will inform Council of requests not granted through the Clerk's report.

12.5. Persons wishing to present information verbally on matters of fact or to make a request of Council shall be limited in speaking to not more than ten (10) minutes excluding points of clarification or questioning.

12.6. Notwithstanding Section 12.5, delegations consisting of more than five (5) persons shall be limited to two (2) speakers, each restricted to speaking in total, for not more than ten (10) minutes."

12.7. Modifications to these limits shall be at the discretion of the majority of members of Council.

12.8. During or following a deputation Council members may ask the delegate questions relating to the presentation for the purpose of clarification without statement or comment.

12.9. A limit of 5 minutes per Council Member, including the question and the response is to be allowed.

12.10. If the delegate has written materials to support any presentation, even if the presentation is verbal, a copy shall be provided to Council and to staff for official record.

12.11. Any matter put before Council by a delegate shall be referred to staff for a report prior to any decision being made by Council.

12.12. The subject matter of the deputation must fall within municipal jurisdiction.

12.13. No delegate shall speak to any subject other than that for which they have received prior approval to address Council. Straying from that issue (those issues) may result in the deputation being terminated.

12.14. All content, debate or presentation material shall be germane to the issue or subject of the presentation, must be courteous and respectful and no one may impugn the motives of another.

12.15. Delegates are to be respectful of everyone in attendance including Council, the Public and Staff and are not to use offensive words or gestures, un-parliamentary language, disobey the rules of civil procedure or any decision or direction of Council.

12.16. No more than two deputations shall be scheduled for any Council meeting, subject to the necessity to deal with matters of an urgent nature.

12.17. Deputations to Council from declared candidates for elected office shall not be permitted.

12.18. A delegation is an opportunity to make a presentation to or request of Council. Delegates are to address Council only and not staff or the gallery without express permission of the majority of Council and should stand facing Council during their entire presentation.

12.19. Except as required by law, any person appearing before Council who has previously appeared before the same board or before the same committee on the same subject matter shall be limited to providing only new information in their second and subsequent appearances and are further limited by our reconsideration clause 24.6.

12.20. Failure to comply with the above rules or abuse of the process may result in the deputation being terminated and/or the privilege being denied to the individual in the future at the discretion of Council.

Amended in May of 2018...

1. **THAT** a clause under section 12.0 – Delegations be added... *"Except as required by law, any person being a member of a special interest group, club, organization or group of persons with a common issue appearing before Council and who has previously appeared before the same board, committee or Council on the same subject matter shall be limited to providing only new information in their second and subsequent appearances and are further limited by our reconsideration clause 24.6"*.

13.0 COMMENTS AND PRESENTATION BECOMES PART OF THE PUBLIC RECORD

13.1. Written comments together with the personal information of the delegate will become part of the public record.

13.2. If written comments on an item are submitted prior to the agenda being published, they will be reproduced in the printed version of the agenda.

13.3. If written comments are received after the printed agenda has been distributed, the correspondence will be copied and distributed to all Members of Council and relevant Municipal staff.

13.4. Copies will also be made available for public inspection at the meeting and posted on-line.

13.5. If an individual is presenting in a personal capacity, he/she will be listed as a correspondent in any relevant agenda, decisions and minutes. These documents will be posted online, so the individual's name in connection with an agenda item or future reports to Council may be indexed by internet search engines. A full copy of correspondence will be made available for public inspection.

13.6. When a delegate appears before Council, the entire presentation becomes part of the public record.

13.7. Council records all meetings of council and/or committee, so it is possible that all presentations, deputations and delegations will be recorded and remains a permanent part of the public record. Council reserves the right to record all proceedings in audio and/or video formats.