



Request for Presentation or Deputation to Council / Local Board / Committee

Any written or electronic submissions and background information for consideration by Council or Committee must be submitted to the Clerk by 9:00 a.m. 7 calendar days prior to the preferred meeting. Electronic submissions should be submitted in Microsoft PowerPoint or Microsoft Word format.

Preferred Meeting and Date: _____

I am requesting a presentation or deputation to speak:

- on my own behalf; or
- on behalf of a group/organization; please state name below. By stating the group/organization name below, you confirm that you are duly authorized to act on behalf of the identified group/organization and that the group/organization hereby gives its approval for you to act on this matter.

I would like to use: projector laptop

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

Name: _____ Name: _____

Have you presented a presentation/deputation previously on this matter? Yes No

Subject

Please describe below, the subject matter in sufficient detail, to provide the Municipality a means to determine its content and to assess its relative priority to other requests for deputation.

Please identify the type of action you are seeking of Council/Committee/Local Board on this issue.

- No Action, e.g., an awareness of topic or organization.
- To Request Action. Please describe in detail.

If you are requesting action, have you been in contact with a staff member to seek a resolution with regard to this matter? Yes No

If yes, who were you in contact with?

Reason why this presentation is important to Council and to the Municipality:

Date of Request: _____

Name of Requestor: _____

Address: _____

Telephone: _____ **Fax:** _____

Email: _____

Note: Additional material may be circulated/presented at the time of the deputation. Please bring seven (7) hard copies of any additional material that has not previously been provided to the Clerk’s Office. If you intend to include handouts or a presentation using electronic devices, any material will be attached to the public agenda.

It is the responsibility of the presenter to ensure that they have received consent for any third-party information.

Scheduling will be at the discretion of the Clerk and will be confirmed no later than the last business day of the week prior to the meeting.

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.

Please email your request to: clerk@stirling-rawdon.com

The Clerk’s Office will confirm receipt of the request, however if you do not receive a return email, please contact the Clerk’s Office five (5) days after the request is submitted.

Personal information on this form is collected under the legal authority of the Municipal Act, 2001. 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 Township of Stirling-Rawdon, 2529 Stirling-Marmora Road, PO Box 40, Stirling ON K0K 3E0.

Excerpt from By-law No. 1595-22

13.0 Deputations / Presentations

- a) The Council or Local Board or Committee will entertain up to three (3) Deputations per meeting.
- b) Persons desiring to present information verbally on matters of fact or make a request of the Council or Local Board or Committee shall give notice, in writing on the prescribed form, to the Clerk by 9:00 a.m. 7 calendar days prior to the preferred meeting, stating the purpose of the Deputation and providing a general outline of the subject matter.
- c) The Clerk shall review all requests for a Deputation and shall determine whether the request will be granted or refused.
- d) Presentations may include Township Partners and Agencies, including third parties who have been engaged to undertake work on behalf of the Township's Partners and Agencies.
- e) Presentations shall be arranged at the request of the Council or Advisory or staff.
- f) Presentations may include the Township receiving and/or presenting an award, certificate, cheque, etcetera.
- g) The Council or Local Board or Committee may, at its sole discretion, entertain Deputations with less notice as circumstances warrant. When determining if a Deputation will be heard with less notice than stipulated in Section 13.0 b), consideration shall be given to the Township's Accountability and Transparency Policy.
- h) Deputations shall be limited in speaking to not more than ten (10) minutes.
- i) A Deputation wishing to appear before the Council or Local Board or Committee shall be limited to no more than two (2) speakers with a total speaking time of not more than ten (10) minutes.
- j) Upon consent of the majority of Members present, the ten (10) minute time limit for Deputations may be extended.
- k) Persons requesting to appear before the Council or Local Board or Committee shall be advised of the time limitation in advance of their Deputation.
- l) Specific types of audio-visual equipment may be used to assist in Deputations to the Council or Local Board or Committee, provided that such equipment has been requested from the Clerk at the time of the Deputation request. Deputation material should be provided in an electronic format to the Clerk by 9:00 a.m. 2 business days prior to the meeting date.
- m) The Chair may expel or exclude from the meeting, any person who in the opinion of the Chair, has behaved improperly.

- n) Deputations appearing before the Council or Local Board or Committee with respect to the same matter on the same agenda will be requested to limit their Deputation so as not to repeat the same points.
- o) Deputations to the Council or Local Board or Committee will be limited to one appearance before the Council or Local Board or Committee with respect to the same matter.
 - i) Requests for Deputations from individuals who have previously addressed the Council or Local Board or Committee on the same matter shall not be heard unless there is new information to present.
 - ii) Such proof of new information shall be submitted, in writing on the prescribed form, to the Clerk by 9:00 a.m. 7 calendar days prior to the preferred meeting date.
 - iii) If the Deputation is granted, the Deputation shall focus their presentation on the new information that the Deputation was granted for.
 - iv) If, in the opinion of the Clerk, the submission does not provide any new information, the Clerk shall provide the request to the Chair for determination on whether a subsequent Deputation may be scheduled.
- p) Where a request for a Deputation has been refused, the Council or Local Board or Committee shall be notified by the Clerk.
- q) Deputations to the Council or Local Board or Committee will be encouraged to provide written copies of presentations.
- r) No Deputation 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 the Council or Local Board or Committee;
 - iv) Disobey the rules of procedure or a decision of the Chair of the Council or Local Board or Committee.
- s) Upon the completion of comments to the Council or Local Board or Committee by a Deputation, any discourse between the Members of the Council or Local Board or Committee and the Deputation shall be limited to Members asking questions for clarification and obtaining additional, relevant information only. Members of the Council or Local Board or Committee shall not enter into debate with the Deputation respecting their comments.