



## The Corporation of the Township of Clearview

### Guideline for Making a Deputation to Council

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Deputations and those wishing to present on a matter may address Council by requesting, in writing by Monday 12:00 noon, one week prior to the Council Meeting, that the Clerk place their name and topic on the agenda as a deputation or presentation. Such requests shall state the nature of the matter to be brought before Council and be accompanied by a summary detailing the matter to be brought before Council. If information is to be presented digitally to Council, it must accompany the request.

The Procedural By-Law for the Township of Clearview outlines the procedures for all deputations/delegations to Council.

#### Helpful Hints for Your Deputation

- Have you consulted with a member of staff about the nature of your deputation? Not all matters require a presentation to Council. If you are not sure, speak with a member of the Clerk's Office;
- You will be required to submit a request to be a deputation, in writing, briefly explaining the nature of your presentation (see application); to be submitted to the Clerk's Office by noon on the Monday prior to the meeting;
- Maximum time permitted is ten (10) minutes but may be reduced depending on the number of agenda items for the given date. You may want to have speaking notes to ensure that you are able to effectively utilize the ten (10) minutes. Any extension of the time limit will be up to the Chair to decide;
- You may speak only to the matter in which permission has been granted to address Council;
- Start by thanking the Mayor/County Councillor/Chair and Council
- Introduce yourself and explain the purpose of your deputation;
- If you represent a group, explain little bit about the group and their mandate;
- Be sure to present your information through the Chair;
- If you have written material that you wish the Members of Council to have for the meeting, it should be provided to the Clerk's Office prior to noon on the Monday prior to the meeting for the agenda package;
- If there is a PowerPoint presentation, it must be provided to the Clerk's Office the Monday prior to the meeting;
- If you are bringing handout material for distribution at the meeting, you will require ten (15) copies to be provided at the meeting.
- Be prepared for questions at the end of your deputation as Members of Council may be looking for additional information on your request or the activities of your group; and
- Be respectful of everyone in attendance including Council, the Public and Staff and obey the rules of procedure or the decision of Council.

Please complete the attached Application Form and return to the Clerk's Department. To schedule your appearance before Council please contact:

**The Clerk's Department**  
[clerks@clearview.ca](mailto:clerks@clearview.ca) | (705) 428-6230 ext. 224

## Request for Deputation to Council

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Name of Person to Make Presentation: \_\_\_\_\_

Organization (if applicable): \_\_\_\_\_

Tel #: \_\_\_\_\_ Email: \_\_\_\_\_

Meeting Date Requested:

**Note: In accordance with the Township's Procedural By-Law, the Clerk has the discretion to re-schedule or decline an appearance before Council**

Subject Matter: \_\_\_\_\_

Brief Description of Purpose of Deputation: \_\_\_\_\_

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**I will have a presentation:**

For handout at the meeting  Yes (15 copies required)

PowerPoint  Yes (will be included in the Agenda package)

An outline of your delegation and/or PowerPoint presentation is to be emailed to the Clerk's Department, no later than Monday - **one week prior** to the Council Meeting.

The request form is for internal use only and will not form part of the presentation.

**Notice with respect to Collection of Personal Information**

This information is collected under the legal authority of the *Municipal Act, 2001, S.O. 2001, c. 25 as amended*. The information will be used to provide information with respect to deputations made before Council at their scheduled meetings. Personal information will be disclosed to the Clerk's Department in accordance with the *Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M. 56 as amended*. For more information, please contact the Clerk's Department (705) 428-6230 ext. 224.