

**REQUEST TO APPEAR AS A DEPUTATION  
TOWNSHIP OF ADJALA-TOSORONTIO**

*(Please print clearly)*

NAME:	
ADDRESS:	
POSTAL CODE:	TELEPHONE #:
E-MAIL ADDRESS:	

I have never spoken on this issue before. Key points of my deputation are as follows:  
**(A full deputation (letter) providing details must be signed and attached)**

---

---

---

If an individual appears as a deputation before Council, a further deputation from the same individual concerning the same topic(s) will not be permitted unless there is *significant* new information to be brought forward, subject to approval by the Mayor and Clerk. Specific new information must be identified on this form and/or attached for approval.

I have spoken on this issue before. Specific new information I wish to submit is as follows: **(please sign and attach full deputation)**

---

---

---

Please identify the desired action of Council/Committee that you are seeking on this issue:

---

---

---

---

Requests to Appear before Council must be received in writing (and signed by at least one person) by the Clerk before 12:00 p.m. (noon) on the Monday immediately preceding the scheduled Council meeting, complete with a copy of the presentation materials as detailed in the deputation protocol. Failure to provide the required information on time will result in a loss of privilege to appear as a deputation. Where the Monday is a statutory holiday, by 12:00 noon on the Friday prior to the holiday.

I wish to appear before Council on: \_\_\_\_\_

I have read and understand the deputation protocol on the back of this form; and, that the information contained on this form, including any attachments, will become public documents and listed on Township Meeting Agendas.

I also understand that presentation materials must be submitted with this deputation form. Electronic signed presentations must be e-mailed to [kpearl@adjtos.ca](mailto:kpearl@adjtos.ca) no later than 12:00 p.m. (noon) on the Monday immediately preceding the meeting and where the Monday is a statutory holiday, by 12:00 noon on the Friday prior to the holiday.

I also understand that if the materials contain any obscene or improper matter, language or does not meet the requirements of the deputation protocol, the Mayor shall decide whether it should be included in the agenda for a Council meeting and if not, I will be notified.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please direct any queries to Kathy Pearl, Acting Clerk (705) 434-5055, ext. 263. Fax: (705) 434-5051 e-mail [kpearl@adjtos.ca](mailto:kpearl@adjtos.ca).



## TOWNSHIP OF ADJALA-TOSORONTIO DEPUTATION PROTOCOL

The purpose of the deputation process is to allow residents to make their views known to Council. Council values and welcomes input, comments and constructive suggestions. Since Council generally has to consider a large number of issues and concerns at any given time, the following protocol is observed.

1. In accordance with the Township of Adjala-Tosorontio Procedural By-law #16-19 persons appearing as a Deputation shall be limited to a maximum of ten (10) minutes speaking time with a limit of two (2) speakers, but the Chair may, by resolution, grant permission to any Deputation to speak for longer than the time allotted.
2. When a number of people are to appear representing one viewpoint or interest group, it is expected that the group be represented by a spokesperson, and/or submit written submissions.
3. When called upon by the Chair of General Committee or the Mayor at Council meetings, the deputation (speaker) should proceed immediately to the podium or table in the Council Chambers.
4. Speakers are asked to keep their remarks as brief as reasonably possible. Comments when stated in a clear, concise and factual manner are very much appreciated.
5. In order to reduce the possibility of any misunderstanding and to facilitate necessary follow-up, the Clerk shall be provided with a written copy of the presentation, which will become part of the official corporate records. If you intend to read from a prepared text, a copy of this text must be filed with the Clerk with your original request to appear as a deputation. If additional information is to be provided at the meeting, 21 copies shall be supplied to the Clerk prior to the meeting start time for circulation.
6. Deputations will only be heard on a specific topic one time and discussion topics, other than the subject matter of the written request to appear as a deputation, will not be permitted. Further, subsequent deputations on the same topic, without significant new information, will not be permitted.
7. Council may refuse to hear a deputation or part of a deputation, when in the opinion of Council, the subject of the deputation is beyond the jurisdiction of the Township. No person will be permitted to address Council with respect to management disputes, nor will correspondence respecting such disputes be listed on the agenda.
8. Upon completion of his/her remarks, the speaker should remain in position to allow for any questions from Council/Committee members. Council/Committee members may ask questions for clarification purposes. Statements from Council/Committee members or debate on the issue are generally not permitted at this stage. After completion of any questions, the speaker will be asked to be seated. Following a deputation, Council will one of the following motions:
  - a. To receive for information;
  - b. To refer to another item listed on the meeting agenda that pertains to the deputation;
  - c. To refer the item to a committee, local board or staff for a report; or
  - d. To refer the item to new business for consideration.

9. Where an application has been made under the Planning Act or any other Act which provides a process for public input, a direct presentation and/or deputation outside that process shall not be permitted to Council.
10. Whenever a Deputation in its presentation, offers comments or statements that are deemed to be inaccurate and unsubstantiated, any Member may be recognized by the Chair on a "Point of Order" whereby the Member or Staff so recognized by the Chair may bring necessary corrections or clarifications to the comments or statements said by the Deputation.

### **Petitions to Council**

If you wish to submit a petition to Council as part of your deputation, the petition shall contain the name, signature and some contact information of the individuals signing it. Signatures without contact information shall be redacted by the individual or group submitting the petition or it will not be accepted the Clerk nor presented to Council.

The following statement shall also be included on each page of the petition:

"Notice of Collection/Use/Disclosure: All information submitted in support of a statutory meeting, or an open house is collected in accordance with the Municipal Act, 2001, s.8 and 239(1) and may be used in Council deliberations, and disclosed in full, including email, names and addresses to persons requesting access to records. All information submitted to the municipality is subject to the Municipal Freedom of Information Act (MFIPPA)."