

## 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 19-23 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, 10 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)."