



Guidelines for Open Deputations to the Township of Tiny Council Schedule A to By-law 16-044

(Open Deputations will not appear on the Council Agenda)

The first 20 minutes of each Regular Committee of the Whole Meeting and Regular Meeting of Council will be set aside for individuals wishing to address Council on any item on the current agenda.

Requirements:

- All deputations will be in person and in public.
- Each deputation will be limited to **5 minutes** and will be required to state their name, address and subject matter.
- No anonymous deputations will be permitted.
- Subject matter is restricted to items on the current agenda.
- All communications and petitions intended to be presented to Council shall be legibly written, typed or printed; signed by at least one person, dated and include a contact phone number and address before being accepted.
- In order to facilitate the process, groups are asked to appoint a spokesperson.
- It will be the responsibility of the individual delegating to provide 10 copies of any handouts. The Township will not be responsible for duplicating presentation materials.
- PowerPoint presentations will not be permitted for open deputations due to the 5 minute time limit.
- No Confidential/In-Camera requests will be considered - No deputations shall be permitted regarding litigation matters, tenders, RFPs, or other procurement matters, labour relations or employee negotiations or any other matter that is properly the subject of the open Meeting exceptions in the Municipal Act, 2001, as amended.
- The Mayor or Presiding Officer may, by a majority vote of Council, extend the time limit of an individual speaker or the 20 minute deputation period to accommodate more requests.

To facilitate constructive and effective public engagement, the following information is provided:

- Direct your presentation to the Mayor or Presiding Officer.
- Council may seek clarification on your comments. Please be prepared to answer questions.
- Do not expect an immediate answer. Your issue may be referred to staff for more information or to another meeting for further consideration.
- Provide the Clerk with any notes if they have been handed out.
- The name of the person delegating will be published in the meeting minutes which are available to the public and are posted on the Township website.
- Where an individual in making a deputation to Council does not adhere to the rules as outlined within these sections, the Mayor or Presiding Officer has the right to require the deputation to cease and has the authority to have the individual removed from the Council Chambers. Council may require that future deputations from the individual be in a written format only for a period of time that Council may determine.