



## Deputation Request to Appear Before Township of Tiny Council Schedule A to By-law 22-012

(This form is mandatory for your deputation to appear on the Committee of the Whole or Council agenda)

Name of person or organization wishing to appear:

Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Council Meeting Date Requested: \_\_\_\_\_ Attendance: Virtual  In-Person

To view the Council meeting schedule, visit <https://www.tiny.ca/township-hall/council>

Topic of Discussion: (Please be specific, provide details and attach additional information if required)

### Requirements:

- All deputations, whether in person or virtual, will be made in public.
- Scheduled deputations may be limited to no more than two (2) submissions per Committee of the Whole or Council meeting or as per the Clerk's discretion.
- The completed Deputation Request Form, including presentation or speaking notes, must be submitted and received by 12 noon at the Clerk's Office on the Tuesday the week prior to the upcoming meeting.
- Each deputation will be limited to 10 minutes regardless of how many people will speak.
- PowerPoint presentations are limited to a maximum of 10 slides.
- Deputations are limited to one subject matter.
- Deputations are limited to matters that are within the sphere of municipal jurisdiction and/or pertaining to the Township of Tiny.
- Individuals requesting deputations regarding the same matter will be asked to appoint a spokesperson.
- Repeated deputations by the same individual or group on the same subject will be considered once every six months or at the discretion of Council.
- 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.
- If your software requirements are not compatible with the Township of Tiny's software, you will be unable to use an electronic presentation.
- Council may seek clarification on the deputation. Please leave time for questions.

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

- Direct your presentation to the Mayor or Presiding Officer.
- Do not expect an immediate answer. Your issue may be referred to staff for more information or to another meeting for further consideration.
- 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.
- Your deputation may not be on the date requested due to prior commitments or staff resources.
- Your deputation is not confirmed until you are contacted by the Township of Tiny staff to confirm your place on the agenda.
- Provide the Clerk with any notes if they have been handed out.
- The name of the person or group delegating will be published in the agenda and 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.

\_\_\_\_\_  
Name of Delegate/Group Representative

\_\_\_\_\_  
Date

The completed request form may be mailed or delivered to the Township of Tiny, Clerk's Department, 130 Balm Beach Road West, Tiny, Ontario, L0L 2J0 or emailed to: [lrussell@tiny.ca](mailto:lrussell@tiny.ca) and [swalton@tiny.ca](mailto:swalton@tiny.ca)

For more information about the deputation process, please contact the Township of Tiny Clerk's Department at 705-526-4204.