

## Guidelines for Open Deputations at the Township of Tiny Planning Public Meetings

Time will be allotted for Open Deputations under each application on the Planning Public Meeting agenda.

### Requirements:

- All deputations, whether in person or virtual, will be made in public.
- If you wish to appear virtually, you must pre-register with the Clerk's Department by 4:30 p.m. on Monday before the meeting.
- 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 a copy of any handouts.
- PowerPoint presentations will not be permitted for open deputations due to the 5-minute time limit.
- No Confidential/In-Camera requests will be considered.
- 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 Planning & Development Department 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.