



Deputation Request Form

Contact Information

Name of Person or Organization: _____

Contact Person: _____ Address: _____

Phone: _____ Email: _____

Requested Meeting Date: _____ ☐ In-Person ☐ Virtual

Topic of Deputation – Please be specific and provide details.

Procedures:

- The completed Deputation Request Form, **along with speaking notes or slide deck presentations (maximum of ten slides)**, must be submitted to the Clerk's Office by noon on the Tuesday the week before the scheduled Council meeting.
- Each deputation is limited to one (1) subject matter and a maximum of ten (10) minutes.
- Repeated deputations on the same subject matter by the same individual or group will not be permitted more than once every six (6) months, unless otherwise authorized by Council.
- Deputations must relate to matters within the jurisdiction of the Township of Tiny and not matters currently under consideration which can be addressed during the Public Comment Period.
- Deputations related to confidential/in-camera matters will not be permitted, including but not limited to: litigation, tenders or procurement, labour relations, and any items subject to closed meeting provisions under the Municipal Act, 2001, as amended.
- Groups of individuals requesting deputations on the same matter will be asked to appoint a spokesperson.
- A maximum of two (2) deputations will be permitted per Council meeting, subject to the Clerk's discretion in consultation with the Mayor and CAO.
- All deputations, whether made in person or virtually, will be made in a public forum. The name of each speaker and the general nature of the deputation will appear in the meeting minutes, which are posted publicly on the Township's website.
- Direct your presentation at the Mayor or Presiding Officer. Council may seek clarification on the deputation. Please leave time for questions.
- The Mayor or Presiding Officer may deny the floor to speakers who violate these rules, direct their removal from Council Chambers, or recommend that future comments from the individual be submitted in writing only, for a period of time as determined by Council.
- Once a deputation is made, Council shall:
 - direct the matter to staff for a report or
 - defer the matter to budget deliberations; or
 - receive as information and take no further action.

Submit the completed form, **along with presentation materials**, to: Township of Tiny, Clerk's Department
130 Balm Beach Road West, Tiny, Ontario, L0L 2J0 or clerks@tiny.ca
For inquiries, contact 705-526-4204