

## **Guidelines for Deputations**

A deputation is a citizen or group who wishes to make a presentation to council on matters of municipal business.

There are several opportunities to address Council, as detailed below. It is suggested that prior to addressing Council, you discuss your concerns/issue with a staff member. Some issues may be resolved at the staff level, or at the very least, staff can advise you of the next step toward resolving your concerns.

Any material you submit to Council related to your deputation, either before, during or after the deputation forms part of the public record and may be posted on our website.

### **Deputations at Committee of the Whole:**

Anyone can speak on any item on the agenda without registering in advance. Prior to the meeting please provide:

- a written copy or summary of your remarks
- a copy of any supporting material
- PowerPoint or electronic presentation (if using)

Registered deputations are listed on the agenda. It is necessary to register to speak to an issue that is not on the agenda.

All deputations at Committee of the Whole meetings have 10 minutes to speak.

### **Deputations at Council:**

Under 'Comments from the Audience', anyone can speak on any item on the agenda without registering in advance. Prior to the meeting please provide:

- a written copy or summary of your remarks
- a copy of any supporting material
- PowerPoint or electronic presentation (if using)

The Comments from the Audience section of the meeting is allocated 30 minutes and speakers have 3 minutes each.

Registered deputations are listed on the agenda. It is necessary to register to speak to an item that is not on the agenda.

Registered deputations at Council meetings have 10 minutes to speak.

### **Deputations at Planning Public Council:**

Anyone can speak on any item on the agenda without registering in advance. Prior to the meeting please provide:

- a written copy or summary of your remarks
- a copy of any supporting material
- PowerPoint or electronic presentation (if using)

All deputations at Public Planning Council meetings have 10 minutes to speak.

## **How to Register:**

Four full working days prior to the meeting (Thursday prior to the Thursday Committee of the Whole meeting, Wednesday prior to Tuesday Council meeting):

Please provide by email or other method of delivery to the Clerk  
[clerks@pecounty.on.ca](mailto:clerks@pecounty.on.ca):

- your complete name, address, telephone number  
and/or email address
- written copy or summary of your remarks
- copy of any supporting material
- PowerPoint or electronic presentation (if using)

## **How to make a deputation:**

Please go to the podium to speak. Turn on the microphone.

If you are using the guest computer please provide your presentation to the Clerk's office prior to the meeting.

The meeting may be chaired by either a member of Council or the Mayor. The Chair is responsible for conducting the meeting and ensuring proper meeting decorum. Always follow directions and instructions from the Chair.

Address yourself and answers to any questions to the Chair. You may address the Chair as Mr. or Madam Chair or, if the Mayor is chairing the meeting, Your Worship, Mr. Mayor or Mayor Mertens.

Once you have finished speaking and answering any questions from members of Council, please return to your seat.

To ensure decorum at meetings the County Procedure By-law states that no deputation shall:

- speak disrespectfully of any person
- use offensive words or unparliamentary language
- speak on any subject other than the subject for which you have received approval to speak
- disobey the rules of order or a decision of the Chair.

## **Contact us**

If you have any questions about an agenda or meeting, about appearing before Council as a deputation or to register for a deputation please contact:

[clerks@pecounty.on.ca](mailto:clerks@pecounty.on.ca)

613.476.2148 ext 226, 227 or 242

Fax 613.476.5727

332 Main Street, Picton, ON, K0K 2T0

[www.pecounty.on.ca](http://www.pecounty.on.ca)

## Questions and Answers

Q. How do I know what is on the agenda?

A. All meeting agendas are posted on our website. Follow the link on the Home Page to Agendas, Minutes, By-laws or contact the Clerk's office.

Q. What is the difference between Council, Committee of the Whole and Planning Public Meetings?

A. They are all composed of all members of Council. Committee of the Whole is less formal and more opportunity for discussion. Committee of the Whole makes recommendations to Council. You should speak to Committee of the Whole if your item is on the agenda or if it is a new proposal/issue. You should speak to Council if you disagree with or wish to reinforce a Committee of the Whole recommendation.

Planning Public meetings are for land development applications such as consent, rezonings or Official Plan amendments.

Q. Where can I get more information on the date of a meeting or an item on the agenda?

A. Meeting schedules and full staff reports and attachments are posted on our website or contact us.