



# CITY OF ORILLIA DEPUTATION REQUEST FORM

Council Meeting Date Requested: \_\_\_\_\_

**\*Attachment: Deputation Procedures (Excerpt from Chapter 22 - Council Procedure By-law)**

All presentation materials **must** be submitted to the Clerk's Office by 12:00 Noon on the Wednesday prior to the requested meeting date.

**PERSON REQUESTING DEPUTATION:** \_\_\_\_\_

**CONTACT DETAILS:** Email: \_\_\_\_\_

Phone (B): \_\_\_\_\_ Phone (H): \_\_\_\_\_ Phone (Cell): \_\_\_\_\_

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

**DETAILS OF DEPUTATION:** Please print clearly. Attach extra pages if necessary.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will you be providing a powerpoint presentation?    Yes     No

Have discussions or correspondence taken place with a member of Council or Department Head and if so, with whom and when?

\_\_\_\_\_  
\_\_\_\_\_

Are you speaking:    a)  on your own behalf; or  
                                  b)  on behalf of a group/organization

Names and Signatures of Individuals Participating in Deputation (maximum of 3 speakers):

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Personal information on this form is collected under the legal authority of the Municipal Act, S.O. 2001, c.25 as amended. The information is collected and maintained for the purpose of creating a record that is available to the general public pursuant to Section 27 of the Municipal Freedom of Information and Protection of Privacy Act. Questions about this collection should be directed to the Clerk's Office, Corporation of the City of Orillia, 50 Andrew Street South, Suite 300, Orillia, ON L3V 7T5*

OFFICE USE ONLY:

APPROVED ON: \_\_\_\_\_ SCHEDULED FOR: \_\_\_\_\_



# CITY OF ORILLIA

## DEPUTATION PROCEDURES

(Excerpt: Chapter 22 of the Municipal Code)

### 22.2.12 Deputation - notice - information - requirements

Any person wishing to appear as a deputation to Council at a regular meeting must give notice in writing, including the subject matter and presentation material of the deputation, to the Clerk not later than 12 noon on the Wednesday preceding regular Council meetings. The Clerk, in consultation with the Mayor and the Chief Administrative Officer, shall review all deputation requests.

### 22.2.13 Deputation - procedure

The following procedure shall be followed for deputations:

- (a) Deputations shall be scheduled at the beginning of Council meetings.
- (b) A maximum of three speakers shall be permitted per deputation, and each deputation shall be limited to a maximum of fifteen minutes.
- (c) Members of Council shall not interrupt a deputant while he/she is addressing Council, except on a point of order.
- (d) Members of Council may ask questions of deputants following completion of the deputation, but shall not enter into debate with deputants.
- (e) Any motions arising from a deputation shall be considered under the "motion" heading of the agenda.
- (f) The Clerk, in consultation with the Mayor and Chief Administrative Officer, shall screen the deputation requests.
- (g) The Mayor shall grant deputation requests, at his/her discretion, provided the subject matter of the deputation falls within municipal jurisdiction.
- (h) Requests from deputants who have previously addressed Council on a topic shall not be granted unless they can prove that they have new information to present to Council.
- (i) The Clerk shall inform Council of requests which are not granted.
- (j) No Deputations shall be heard during the summer months.
- (k) No more than two deputations shall be scheduled for any Council meeting, subject to the necessity to deal with matters of an urgent nature.
- (l) Deputations to Council from declared candidates for elected office shall not be permitted.
- (m) Deputations shall not promote a specific business.

**Repealed and Replaced:** By-law 2008-207, January 19, 2009

**Amended:** By-law 2010-22, February 22, 2010

**Amended:** By-law 2012-138, October 22, 2012