



**CITY OF ORILLIA POLICE SERVICES BOARD  
DEPUTATION REQUEST FORM**

Orillia Police Services Board Meeting Date Requested: \_\_\_\_\_

**Attachment: Deputation Procedures (Excerpt from Procedural By-law 2020-01)**

All presentation materials **must** be submitted to the Orillia Police Services Board's Office by 12:00 Noon on the Tuesday prior to the requested meeting date.

**PERSON REQUESTING DEPUTATION:**

\_\_\_\_\_

**CONTACT DETAILS FOR DEPUTANT**

Email: \_\_\_\_\_ Business Phone: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
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 the Orillia Police Services Board or the Executive Director? 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 Kristine Preston, Executive Director, 50 Andrew Street South, Suite 300, Orillia, Ontario, L3V 7T5.*

**For Office Use Only:**

Approval Signature: \_\_\_\_\_ Approval Date: \_\_\_\_\_

## **DEPUTATIONS PROCEDURE**

### **Excerpt from Orillia Police Services Board Procedural By-law Number 2020-01**

#### Section 12.12      Deputation – Notice – Information Requirements

Any person wishing to appear as a deputation before the Board at a regular meeting, must give notice in writing, including the subject matter of the deputation, to the Executive Director no later than 12:00 noon seven (7) days prior to the regular Board meeting so that such deputation may be reflected on the agenda for the Board meeting.

#### Section 12.13      Deputation – Procedure

The following procedure shall be followed for deputations:

- (a) Deputations shall be scheduled at the beginning of the meeting.
- (b) A maximum of three (3) speakers shall be permitted per deputation, and each deputation shall be limited to a maximum of fifteen (15) minutes.
- (c) Members shall not interrupt a deputant while he/she is speaking, except on a point of order.
- (d) Members may ask questions of deputants following completion of the deputation, but shall not enter into debate with deputants.
- (e) The Chair shall grant deputation requests, at his or her discretion, provided the subject matter of the deputation falls within the Board's mandate.
- (f) Requests from deputants who have previously addressed the Board on a topic shall not be granted unless they can prove that they have new information to present.
- (g) The Executive Director shall confirm, in writing, to the deputant, the time and place at which the deputation will be heard by the Board; and, such written confirmation shall include the rules and procedures relating to deputations.
- (h) The Executive Director shall inform the members of requests which are not granted.
- (i) No more than two deputations shall be scheduled for any Board meeting, subject to the necessity to deal with matters of an urgent nature.
- (j) All persons initiating an application to the Board shall be heard first, then any deputations in opposition of the subject matter shall be heard; and, the Chair may grant limited time, to the original deputant, for a reply on the subject matter.