



## The Corporation of the Town of Deep River

Town Clerk's Office  
100 Deep River Road, P.O. Box 400  
Deep River, Ontario K0J 1P0  
613 584-2000 ext. 128  
[jmellon@deepriver.ca](mailto:jmellon@deepriver.ca)

### **Public Attendance at Council/Committee Meetings & Information Sessions**

All Meetings and Information Sessions are open to the public unless a resolution is passed to have a closed Session in accordance with Section 239 of the *Municipal Act, 2001*.

- To address the Assembly on an item of business that will appear on an upcoming Agenda for a Regular Council Meeting or a Committee Meeting, submit the "Request for Deputation/Presentation" form (Page 2 of this document) to the Clerk's Office no later than 12:00 noon, on the Thursday preceding the meeting date.
- To address the Assembly on an item of business already published on an Agenda for a Regular Council Meeting or a Committee Meeting, submit the "Request for Deputation/Presentation" form (Page 2 of this document) to the Clerk's Office no later than 12:00 noon, on the Thursday preceding the meeting date.
- To address the Assembly on an item of business not listed on a circulated Agenda, submit the "Request for Deputation/Presentation" form (Page 2 of this document) to the Clerk's Office. You will be contacted to confirm a meeting date for your delegation.
- Delegations are limited to a time period of not more than ten (10) minutes inclusive of all speakers.
- Delegations are limited to two (2) speakers and only those persons listed on the Agenda will be permitted to speak.
- Any printed material, for circulation to Council, must be submitted to the Clerk's Office no later than one (1) hour prior to the commencement of the meeting.
- No printed material may be distributed, by the delegation, on the Council Floor.
- Delegations who read from script must provide a copy to the Clerk's Office for the public record.
- If you require audio-visual equipment or require accommodation in accordance with the Accessibility for Ontarians with Disabilities Act, please contact the Clerk's Office at [jmellon@deepriver.ca](mailto:jmellon@deepriver.ca), upon confirmation of your delegation, to make arrangements.

Please direct questions to the Clerk's Office at 613 584-2000, Extension 128.

**Request to make a Deputation/Presentation to Council/Committee**

Name:	
Address:	
Mailing Address:	
Postal Code:	
Telephone Number:	
E-mail:	

Please list all speakers as only those named will be allowed to speak:

1.	
2.	

Please provide details of the matter to which you wish to speak:

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What action are you hoping will result from your presentation/deputation?

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

Please complete this form and return to the Clerk's Office: Fax 613 584-3237 or Email [jmellon@deepriver.ca](mailto:jmellon@deepriver.ca).

The personal information is being collected by the Town of Deep River for the sole purpose of a request to make a deputation to Council or Committee pursuant to Section 10 of Town of Deep River By-law Number 53-2014. This information may be circulated to Members of Council, staff and the general public.