



## The Corporation of the Town of Deep River

Town Clerk's Office – [jmellon@deepriver.ca](mailto:jmellon@deepriver.ca)

100 Deep River Road, P.O. Box 400

Deep River, Ontario K0J 1P0

613 584-2000 ext. 128

### **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.

- Any person wishing to address Council or a Committee as a delegation regarding an item on the agenda, shall submit a "Request to make a Deputation/Presentation to Council/Committee" Form (Page 2 of this document) to the Clerk's Office before 12:00 noon 2 business days before the day the agenda is published. (i.e., 12:00 noon Wednesday for Friday Agenda circulation).

Delegation requests received after the agenda has been published may be heard as an addition to the agenda by a vote of Council or Committee, if the maximum number of permitted delegations as outlined in 10.02 has not been reached. Such requests must be received no later than noon the day before the meeting.

- Any person wishing to address Council or Committee regarding an item not on the agenda shall submit a request using the "Request to make a Deputation/Presentation to Council/Committee" Form to the Clerk's Office. The Clerk shall place any item of this nature on a Quarterly Council Information Meeting Agenda. If the issue is time sensitive, the Clerk may place the deputation on the agenda for a Regular Council Meeting providing the maximum number of permitted delegations outlined in Section 10.02 for the meeting has not been met. The request must be submitted within the timelines outlined in Section 10.02.
- Delegations are limited to a time period of not more than ten (10) minutes.
- Delegations are limited to two (2) speakers and only those persons listed on the agenda will be permitted to speak.
- All presentation material including printed and electronic files shall be filed with the Clerk no later than 12 noon on the day of the meeting. All material must comply with the *Municipal Freedom and Protection of Privacy Act*, as amended.
- No printed material may be distributed by the delegation directly to Council Members, on the Council Floor.
- Delegations who read from a 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@deeperiver.ca](mailto:jmellon@deeperiver.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 31-2022. This information may be circulated to Members of Council, staff and the general public.