

DEPUTATION REQUEST FORM

In order to address Council, this form must be completed and submitted to the Clerk's Office by email to Clerks@eastgwillimbury.ca or by fax at (905) 478-2808 in accordance with the following deadlines:

1. If your matter is not on the agenda, the deadline to submit is no later than 4:30 p.m. on the Monday of the week prior to the meeting, or
2. If your matter is on the agenda, the deadline to submit is no later than 12:00 noon on the Friday prior to the meeting.

PLEASE PRINT

Council/Committee date: _____

Agenda Item #: _____

Subject: _____

Name: _____

Address: _____

Phone # (during normal business hours): _____

Email Address: _____

Fax #: _____

DEPUTATION REQUIREMENT CHECKLIST

To ensure that your deputation request form is completed correctly, please make sure to complete the checklist below and check each item.

I have enclosed the following items:

- A detailed summary of your proposed deputation and a copy of any material proposed to be provided to Council.
- Indicate which staff member(s) you have spoken to, if any.
Staff member's name: _____
- Attach a signed copy of the "Acknowledgement of Deputant's Obligations".

NOTE: If you are representing anyone other than yourself, provide the name of the group or person(s) being represented and their authorization below:

"I _____ (name of group or person(s)) hereby authorize
_____ (name of deputant/agent), to appear at Council as my agent
to represent my/our view points as outlined on the attached summary."

(Print name of authorizing group or person(s))

(Signature of authorizing group or person(s))

ACKNOWLEDGEMENT OF DEPUTANT'S OBLIGATIONS

I understand and acknowledge that:

- Except where there is a statutory right to be heard, Council is the governing body and all deputants are heard only upon the consent of Council.
- All deputants address the Chair from the podium in the Council Chamber and required to state their name and whom they represent into the microphone.
- Unless otherwise permitted by a majority vote, deputants are limited to **five (5) minutes** for speaking, or such other period of time that may be approved by Council at the meeting.
- No deputant shall:
 - a) speak disrespectfully of any person;
 - b) use offensive words or unparliamentary language;
 - c) speak on any subject other than the subject for which he or she has received approval to speak; or
 - d) disobey the rules of procedure or a decision of the Chair or Council.
- The Chair may limit any deputation, any questions of a deputant or debate during a deputation, and, if the Chair rules that the deputation is concluded, the person or persons appearing are required to leave the podium.

(Acknowledgment signature of deputant/agent)