



DEPUTATION POLICY

Department: Director of Legislative Services/Clerk
Policy Number: 002-2024
Effective Date: January 1, 2024
Legislative Authority: Municipal Act, 2001
Approved by: By-law 106-2023
Review Period: In conjunction with the Procedure By-law

POLICY STATEMENT

The Township of Wellington North is committed to being open, accessible and transparent in dealing with members of the public and organizations and welcomes and encourages public input. A deputation is an opportunity to put forward your concerns and or ideas for Council or Committee consideration.

PURPOSE

This document is provided to assist individuals and organizations when making a deputation request to appear before Council or a Committee.

PROCEDURE BY-LAW 106-2023 PROVISIONS

Any individual or group making a deputation to Council shall submit a deputation request form to the Clerk's office by 12 noon on the Tuesday preceding the Council meeting.

After an agenda is published, deputations shall be permitted to register as a deputation or submit written comment until 11:00 a.m. on the day of the meeting to notify the Clerk but may only address an item that is listed on the published Council agenda.

All deputations shall be limited to a maximum of five (5) minutes for its address, unless an extension of no more than a further five (5) minutes is approved by resolution of Council.

The number of deputations shall be limited to two (2) at any meeting.

An individual or group who has made a deputation on a subject shall not make another deputation within a 12 month period on the same subject unless there is new information to be provided or a new Council is in place as a result of a municipal election. Council can waive this provision if they pass a motion in favour of having the individual or group make another deputation.

An individual or group may make a deputation on a particular subject to either Council or Committee but shall not be permitted to make a deputation to both Council and committee on the same subject.

Members and staff shall only ask questions seeking information or clarification from the speaker with all questions addressed through the Chair.

When the subject matter of a deputation is such that a decision of Council is requested, appropriate resolutions or direction to staff may be considered. When a deputation's request has a financial implication, Council shall direct that a staff report be brought to a meeting prior to any decision of Council being made.

Where Council is of the opinion that a report from staff is not necessary and there are no financial implications involved with the deputation's request, Council may move a motion to support the deputation's request.

EXCLUDED TOPICS

Deputations shall not speak on any issue that is before the Courts or Administrative Tribunals.

Topics that are not under the jurisdiction of the municipality.

DECORUM

Unless otherwise authorized by the Chair, persons appearing as deputations shall address Council through the Mayor and Committee through the Chair and only when recognized to do so.

All persons attending a meeting shall exercise proper decorum and shall adhere to the instructions of the Chair in that regard.

Those attending a meeting shall not:

- Use offensive words against members of Council or Committee or staff;
- Speak on any subject other than the subject of the deputation;
- Create a disturbance in the meeting.

ADMINISTRATIVE PROCEDURES

Individuals shall speak at the podium and state their name and provide their deputation through the microphone for accessibility purposes and video recording.

All material relating to your deputation including speaking notes must be provided with the completed Deputation Request Form and the speaker is limited to reciting the information provided with the deputation request form.

Speaking notes and any additional information submitted with the deputation request form shall be published in the agenda and noted in the minutes for the public records.

All information must be completed on the Deputation Request Form, however personal information including address, telephone number and email address shall be redacted prior to publication on an agenda. Contact information related to a Corporation, Company or Developer shall not be redacted prior to publication.

USB keys with deputation materials are prohibited.

The appropriate way to address Council is to preface their surname with Mayor or Councillor, for example, Mayor Lennox, Councillor Renken, Councillor Burke, Councillor Hern, Councillor McCabe.

Only one individual is permitted to make a deputation on an issue. If an organization or group wishes to depute, the name of the individual who will be speaking on their behalf must be specified.

TOWNSHIP OF WELLINGTON NORTH DEPUTATION REQUEST FORM

Name / Spokesperson:

Name of Group or Organization (if applicable):

Address:

Email:

Phone:

Date of Meeting:

Topic of Deputation:

Please attach your presentation/notes specify what action would you like the Township of Wellington North to take with respect to your matter

Estimated Municipal Financial Impact

Capital \$:

Annual Operating \$:

Signature:

Date:

Date & time received by Clerk:

Deputation requests must be submitted by 3:00 p.m. on the Monday preceding a Council Meeting.

If you wish to depute on a matter appearing on a published agenda, a request must be submitted by 11:00 am on the day of the meeting.

All deputation form requests and submissions and information therein will be circulated publicly on the Council or Committee Agenda.

Only addresses, emails and telephone numbers will be redacted.

Names of deputants are public information and will appear on the agenda.

Business names, owners, addresses, emails and phone numbers will not be redacted.

All information on the deputation form must be completed.

The deputant's presentation, correspondence or notes must be submitted with the deputation request.

A deputation is limited to a maximum of five (5) minutes unless an extension of no more than a further five (5) minutes is approved by resolution of Council.

If a group or organization is requesting a deputation they must designate one person to speak on behalf of the group or organization.

The number of deputations will be limited to two (2) at any meeting of Council.

Deputations are not permitted on:

- personnel matters;
- labour relations or employee negotiations;
- litigation or potential litigation, including matters before administrative tribunals, affecting the municipality;
- matters not under the jurisdiction of the municipality.

The Clerk's decision on refusing a deputation is final.

Please submit to:

Karren Wallace, Director Legislative Services/Clerk

7490 Sideroad 7 W PO Box 125, Kenilworth ON N0G 2E0

Email kwallace@wellington-north.com | Phone 519-848-3620 Ext 4227

Notice of Collection/Use/Disclosure: All information submitted in support of meetings of Council/Committee/ Planning deliberations/ is collected in accordance with the Municipal Act, 2001, s. 8 and 239 (1) and may be used in deliberations, and disclosed in full, including email, telephone numbers, names and addresses on agendas and to persons requesting access to records of Council/Committee/Planning Committee. All information submitted to the municipality is subject to disclosure under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). Questions about this notice of collection should be directed to the Clerk's office (519) 848-3620.

To request an alternate format of this document, please contact township@wellington-north.com or 519-848-3620