



TOWNSHIP OF BONNECHERE VALLEY

REQUEST FOR DEPUTATION

Name of Person(s) to make Deputation/Presentation:

Organization (if applicable): _____

Contact Information: Telephone No. _____ Cell No. _____

Email _____

I wish to appear before Committee on: _____

(Meeting time is 1:30 pm unless otherwise noted. Delegation allotted time is 15 mins) (Date)

I wish to appear before Council on: _____

(Meeting time is 5:30 pm unless otherwise noted. Delegation allotted time is 10 mins) (Date)

REASON(S) FOR DELEGATION REQUEST (subject matter to be discussed):

Use a separate page if more space is required or attach additional documentation.

ADDITIONAL DOCUMENTATION AND PRESENTATION MATERIALS:

Additional documentation attached? Yes No

Will a PowerPoint presentation be made? Yes No

NOTE: It is recommended that when a delegation requests to attend a Committee meeting that they provide to Committee a copy of their presentation and/or copies of materials they wish to speak about. These documents must be provided to CAO within 48 hours before the meeting.

The Delegation Request Form may be published in its entirety. Please note that all meetings are open to the public except where permitted to be closed to the public under legislated authority. Questions regarding collection of the information on this form may be directed to Annette Gilchrist, CAO, 49 Bonnechere Street East, Eganville, ON K0J 1T0, 613.628.3101.



TOWNSHIP OF BONNECHERE VALLEY

GUIDELINES FOR MAKING A DEPUTATION TO COUNCIL

Deputations to Committee/Council are generally received at the Committee/Council meetings held on the first (1st) and third (3rd) Tuesday of each month. Confirmation of the meeting date will be provided by the Administration Department.

The Procedural By-Law for the Township of Bonnechere Valley outlines procedures for all deputations/delegations to Committee/Council.

Helpful Hints for your Deputation:

- Have you consulted with a member of staff yet about the nature of your deputation? Not all matters require a presentation to Committee/Council. If you are not sure, speak with a member of the Administration Department;
- Maximum time permitted is fifteen (15) minutes for Committee or ten (10) minutes for Council but may be extended depending on the nature of the delegation; You may want to have speaking notes to ensure that you are able to effectively utilize your time;
- You may speak only to the matter in which permission has been granted to be addressed;
- Start by thanking the Mayor and Council;
- Introduce yourself and explain the purpose of your deputation;
- If you represent a group, explain a little bit about the group and their mandate;
- Be sure to present your information through the Mayor;
- It is recommended that when a delegation requests to attend a Committee meeting that they provide to Committee a copy of their presentation and/or copies of materials they wish to speak about. These documents must be provided to CAO within 48 hours before the meeting;
- Be prepared for questions at the end of your deputation as Members of Council may seek additional information or clarification on what you have presented;
- Be respectful of everyone in attendance including Council, the public and staff. Do not use offensive words or disobey the rules of procedure or the decision of Council.