



TOWN OF RENFREW

Guidelines for Making a Deputation to Council

Deputations to Council are generally received at the Council meetings held on the second (2nd) and fourth (4th) Monday of each month. Confirmation of the meeting date will be provided by the Clerk's Department.

The Procedural By-Law for the Town of Renfrew outlines procedures for all deputations/delegations to 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 Council. If you are not sure, speak with a member of the Clerk's Department;
- Maximum time permitted is ten (10) minutes 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 the ten (10) minutes;
- You may speak only to the matter in which permission has been granted to address Council;
- 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;
- If you have written material that you wish the Members of Council to have for the meeting, it should be provided to the Clerk's Department prior to Noon on the Wednesday prior to the meeting for the agenda package;
- If you are bringing handout material for distribution at the meeting, you will require eight (8) copies to be provided to the Clerk prior to 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.

Please complete the attached application form and return to the Clerk's Department in order that we may schedule your appearance before Council.

(NOTE: In accordance with the Procedural By-Law, the Clerk's Department has the discretion to reschedule or deny an appearance before Council where: the request is not submitted within the stated time limits; the subject matter is deemed to be beyond the jurisdiction of Council; the issue is specific to a matter properly held in a closed session; the person; delegation has exceeded the number of permitted appearances.)

Personal information on this form is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act and becomes part of the public record. Question with respect to the collection and use of this information should be directed to the Clerk's Office, Town of Renfrew, 127 Raglan Street South, Renfrew, ON K7V 1P8.



TOWN OF RENFREW

Request for Deputation

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

Organization (if applicable): _____

Contact Information: Tel # _____ Cell # _____

Email _____

Meeting Date Requested: _____ Alternate Date: _____

Subject Matter: _____

Brief Description of Purpose of Deputation:

Please check the appropriate box:

I have never spoken on this issue before.

I have spoken on this issue before and have specific new information to submit.

Have you been in contact with a member of staff in regard to this matter? Yes No

If Yes, please provide Name and Department: _____

I will have a presentation

For Handout at Meeting * Yes No

PowerPoint ** Yes No

* Handouts require eight (8) copies to be provided to the Clerk prior to the meeting.

** PowerPoint is to be e-mailed/delivered to the Clerk's Office no later than 12:00 Noon on the Monday prior to the meeting.

Disclaimer: *The submission of this form does not guarantee the approval of your request. All information submitted will be considered public information and therefore subject to full disclosure under the Municipal Freedom of Information and Protection of Privacy Act.*

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