

Requesting a Deputation to Thunder Bay City Council

City Council welcomes members of the public who want to address Council at a Committee of the Whole meeting. Deputations are not heard at City Council meetings.

A Deputation by an individual or community group (with one or more presenters) on a matter of local public interest is limited to **no more than 10 minutes**. Up to three people can participate in a deputation.

All deputations are subject to the approval of the City Clerk and are scheduled according to subject matter.

*** The subject matter of deputations must be discussed with staff from the relevant City Administration *before* you make a deputation to Council.**

Procedure:

1. Submit a **letter (original or as an attachment to an email)** to the City Clerk that provides:
 - a. Your name, address, telephone number, and e-mail address.
 - b. The full names of all presenters.
 - c. Date you wish to make your deputation.
 - d. A brief statement of the subject matter, the outcome that is sought and what action you are requesting from Council.
 - e. If you are requesting funding, financial information or budgets related to the request.
 - f. The efforts you have made to achieve the desired outcome with Administration.
 - g. An overview of your deputation.
 - h. Your signature.
2. Mail, e-mail, fax or bring this information to:

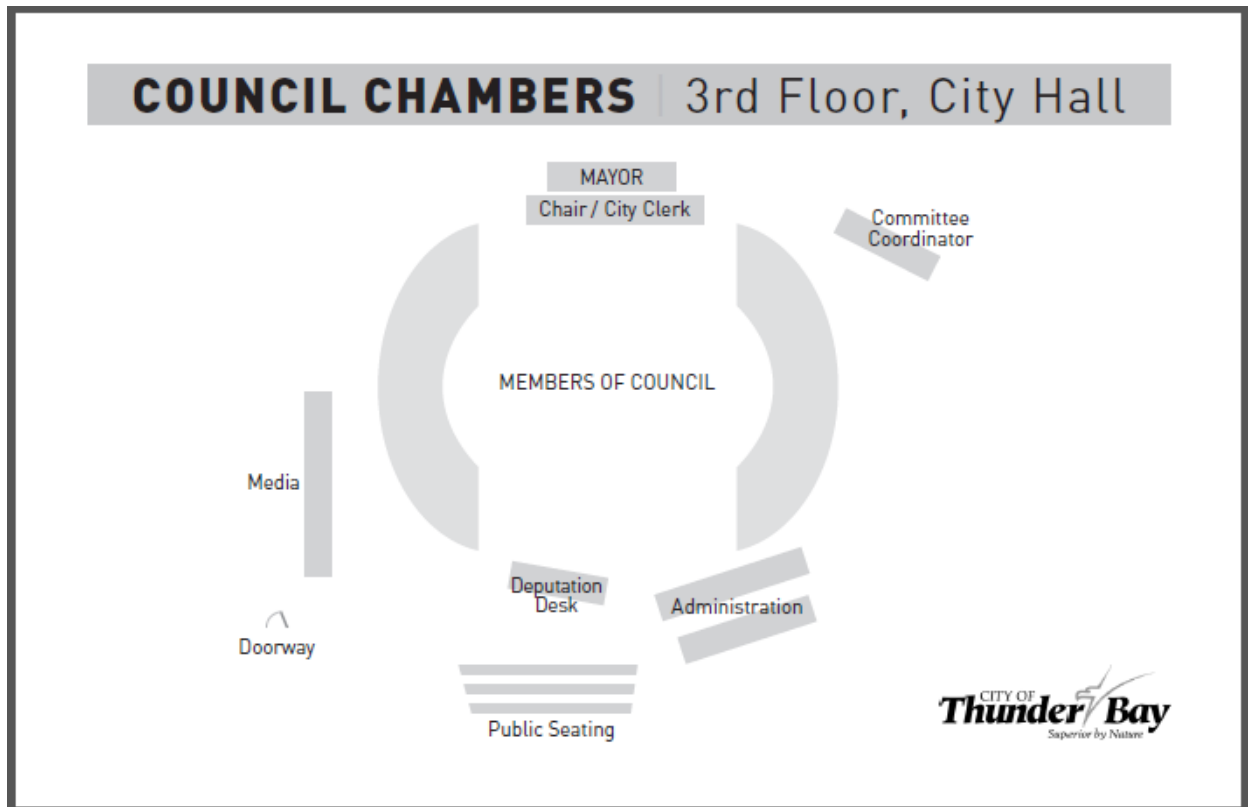
Office of the City Clerk
City Hall, 500 Donald Street East, 3rd floor
Thunder Bay, Ontario P7E 5V3
Attention: Ms. Krista Power, City Clerk
kpowers@thunderbay.ca, fax 807-623-5468
3. Your request for a deputation **must be received by 11:00 a.m.**, on the Thursday, four days prior to the date of the Committee of the Whole meeting at which you wish to appear.
4. If a group wishes to address Council, then the group should designate their spokesperson(s). Council will not hear separate deputations on a specific topic from the members of the same group.
5. The Clerk's Office will send you a letter confirming the date of your deputation, and may call to ask for additional information. Until the Clerk's Office receives all the required information, the deputation cannot be scheduled.

6. If your deputation is confirmed and there is additional information you would like to give Council members after you have submitted the written request, advise the Clerk's Office as soon as possible and provide to the Office **no later than 11:00 am on the meeting date**. Please provide the original and 45 copies so that it can be distributed to Council members, staff, and the media. **Material received at the meeting will not be copied or distributed.** It will be kept for the record at the Office of the City Clerk.
7. **PowerPoint:** PowerPoint presentations are not required. While many think that PowerPoint helps a deputation, this is not always the case. Consider seriously what value PowerPoint adds to the deputation.
Please Note: No PowerPoint presentations will be accepted for City Council Public meeting or Committee of the Whole Pre and Post Budget Consultations.
8. The information that you provide will become a public document and may be posted on the City's website.
9. For further information please contact the Office of the City Clerk at (807) 625-2230.

Public Record:

All communication that the Clerk receives from members of the public about a matter on a Committee of the Whole Agenda shall be part of the public record.

All City Council meetings are cablecast/video streamed live on the internet and archived to the City website.



What to expect when you make your deputation to Thunder Bay City Council

Please note you are attending a business meeting of Thunder Bay City Council.

Except in cases where there is urgency in the matter, Council will not consider a Motion regarding a Deputation the same evening as it is presented unless it is associated with another item on the Agenda.

Deputations are usually heard at the beginning of each Committee of the Whole meeting. If the deputation is specific to a certain item on the Agenda then it will be heard at the time the item is presented.

1. When you arrive for the Council meeting, please be seated in the general public seating area.
2. When you hear your name called by the Clerk, move to the deputation desk to make your deputation.
3. Before speaking make sure the microphone is on. It turns on at the base (a green light means it is on). The microphone is very sensitive. For best effect speak clearly at about 6 – 8” from the microphone.
4. Start by introducing yourself and your fellow deputants with your full names.
5. Remember that Council already has the information you have submitted. You can make reference to the document without reading the document word for word. **Material received at the meeting will not be copied or distributed.** It will be kept for the record at the Office of the City Clerk.
6. Explain why you are making the deputation and what action you are requesting from Council.
7. After your time is up, stay at the deputation desk in case Council members would like to ask you any questions.
8. When addressing Council or answering a question, regardless of who asked the question, you should always address your comments to the Committee Chair. This helps to maintain order at the meeting. (e.g. ‘Through the Chair...’)
9. When responding to questions please provide a direct answer. Deputants are not to debate with members of Council.

10. No deputation shall speak disrespectfully of any person; use offensive words or unparliamentary language; or speak on any subject other than the subject for which they have received approval to address Council.
11. The Committee Chair will let you know when you should return to your seat in the public area.
12. If several citizens wish to make a deputation on the same issue, the Chair will ask that each try to avoid repeating what has already been said and to limit themselves to providing new and additional information.

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