

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

Please note you are attending a business meeting of Thunder Bay City Council and procedural rules are used to guide conduct.

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. Please read and note the following:

1. Committee of the Whole meetings are scheduled to begin at 6:30 pm.
2. The Office of the City Clerk will send you a meeting link via email approximately 45 to 60 minutes prior to the start of the meeting.
3. Please login to the meeting link at least 5 minutes before the scheduled start time. You will be held in the virtual lobby until the Clerk admits you, just before the meeting starts.
4. Deputants must remain on mute with their cameras off until the Chair calls on them to speak.
5. When you hear your name called, unmute and turn your camera on.
6. You will have 10 minutes to make your deputation.
7. Start your deputation by introducing yourself and your fellow Deputants with your full names.
8. Remember that Council already has the information you have submitted. You can refer to the document without reading the document word for word.
9. Explain why you are making the deputation and what action you are requesting from Council.
10. If you are using PowerPoint, the PowerPoint presentation will be operated by the Committee & Council Clerk.
11. After making your deputation, mute your microphone, but keep your camera on. Be prepared to unmute if Council members ask you any questions.

12. 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...’)
13. When responding to questions please provide a direct answer. Deputants are not permitted to debate with members of Council.
14. No Deputant 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.
15. Following questions, the Chair will advise when your deputation is over. Please turn off your camera and logout out of the meeting. If you do not logout of the meeting, you will be removed from the meeting because your deputation is complete. If you would like to continue watching the meeting, it can be viewed on Shaw Spotlight Channel 10 or on BlueCurve Channel 105, Tbaytel Digital TV Channel 110 or online at thunderbay.ca/watchcouncil.

For those attending a virtual meeting we require that you read and note the following:

- No behaviour is permitted that interrupts the conduct of a meeting.
- No one may use disrespectful language, gestures or offensive words.
- Taking photos and/or making recordings of any kind are not allowed unless with the permission of the City Clerk.
- Signs and t-shirts with specific slogans or offensive language are not permitted.
- Deputants and guests are not permitted to share their screen.
- Deputants and guests must not participate in the meeting chat.

If a Deputant or guest attempts to display language, behaviour or video that is not in keeping with the decorum of the meeting, or acts contrary to any of the above-noted rules, or in contravention of the Ontario Human Rights Code, the person will be asked by the Chair to cease and come to order. If the person does not come to order, the person shall be removed from the virtual meeting.

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 broadcast on television and streamed live on the internet. Meeting recordings will be posted to the City website for 90 days.