

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 and as such proper decorum is expected of all those in attendance.

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.

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

