



## **Information on Council and Committee Meetings: Deputation and Procedure**

Town of The Blue Mountains  
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[www.thebluemountains.ca](http://www.thebluemountains.ca)

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This brochure explains the procedure for making a presentation at The Blue Mountains Council and Committee Meetings. We encourage delegates to make their requests to speak in writing to the Clerk's Office and to address issues at the Committee Level first.

Personal information on this form is being collected pursuant to the Freedom of Information and Protection of Privacy Act and may form part of the public record which may be released to the public in hard copy and / or electronically. Questions about this collection should be directed to the Town Clerk of The Blue Mountains.

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## Deputation Form - Request to make a Deputation

To speak at a meeting of Council or Committee, you must complete this form and submit it to the Town Clerk to ensure that your name and address are accurately noted. Council Agendas are finalized the Wednesday prior to the Council meeting, and if a Request Form is received after 10:00 am on Wednesday or if the Agenda is deemed full, the Request Form shall be considered at the next appropriate meeting.

Subject / Application: \_\_\_\_\_

\_\_\_\_\_

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I wish to address Council / Committee                       I request future notification of meeting.

Related or background information **shall be** attached for circulation to Council

Name:

\_\_\_\_\_

Firm / Organization (if any):

\_\_\_\_\_

Address:

\_\_\_\_\_

Postal Code: \_\_\_\_\_ Email: \_\_\_\_\_

Residential Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Signature: \_\_\_\_\_

### How to Make a Deputation:

1. Please submit this completed form to the Clerk
2. Please state your name and address prior to speaking, and
3. Please provide a copy of materials used in your presentation, if any, to the Clerk for the official record of the Town. Material provided prior to the meeting will be circulated to Council for their review before the meeting.

***PLEASE NOTE: IT IS RECOMMENDED THAT PRESENTATIONS BE PREPARED WITH BLACK LETTERS ON WHITE BACKGROUND. Thank you***

**Decorum dictates respect for all opinions and individuals are reminded there is zero tolerance for coarse language and inappropriate behaviour. By submitting this Form you have indicated agreement with this requirement.**

### ***How can I speak at a Council or Committee meeting?***

If you wish to make a presentation to Council or Committee at a regularly scheduled meeting, please complete the Deputation Form on the back of this flyer and return it to the Town Clerk.

### ***Please note: We encourage delegates to make their presentation at the Committee level, where possible.***

Council routinely refers matters to an appropriate Standing Committee for detailed review and recommendation back to Council and contact first with a Committee would expedite any process requiring a decision to be made by Council.

### ***How long may I speak?***

The Town's Procedural By-law allots deputations up to ten minutes to address the members.

### ***What is the procedure?***

All comments are directed to and through the Meeting Chair. Members of Council or Committee may, through the Chair, direct a response or question where appropriate. No more than one person shall speak at one time and at all times, proper language, speech and decorum shall be maintained. The Chair may direct that any person in violation of proper decorum be expelled from the meeting location.

### ***What happens after I speak?***

After you have spoken and answered any questions, please return to your seat and remain silent being cognizant of the fact it is now time for Members of Council to debate the issue and make their decision or defer a decision pending additional information. Although the Mayor and Members of Council encourage the public to present their opinions, necessary decorum dictates that all opinions must be respected and outburst from the gallery cannot and will not be tolerated.

### ***When does Council meet?***

Council meetings are generally held on the **second** and **fourth Monday** of each month. The meetings start at 7:00 p.m. and are held in the Town Hall, Council Chamber unless otherwise indicated. Deputations are scheduled at the beginning of the meeting.

### ***Where can I get a copy of the meeting agenda?***

Copies of Council agendas are available from the Clerk's Office on the Wednesday afternoon preceding the Council meeting after 3:00 p.m., on the Town's website, or at the meeting.

### ***What is a Standing Committee?***

Standing committees are established to discuss issues in detail before making recommendations to Council. Standing Committees report directly to Council. Standing Committee meetings are **currently** held at **various locations** and are open to the public. The prominent standing committees are:

- **Finance and Administration Committee** considers matters relating to finance and budget items; personnel matters; fire and emergency services matters; billing and financial matters relating to Town policies and by-laws. It generally meets the third Tuesday of the month at 2:00 pm with 4 members of Council appointed.
- **Infrastructure and Recreation Committee** considers matters relating to water and wastewater management; roads and transportation; waste management; matters related to the development and management of public parkland facilities and operations within Thornbury Harbour and the Beaver Valley Community Centre; matters related to recreation and leisure services; trails and walkways. It generally meets on the second Tuesday of each month at 7:00 pm with 4 members of Council appointed.
- **Planning and Building Committee** considers matters that The Blue Mountains is responsible for under the Planning Act; Condominium Act; Building Code Act and By-law Enforcement matters. It generally meets the **first Monday** of each month at 7:00 pm with 4 members of Council appointed as designated members with the rest of Council authorized to attend and participate in a Committee of the Whole format.

**Public Meetings** are called under the provisions of the **Planning Act**. These meetings give notice and provide a venue to inform the public about applications for development in Town and are scheduled during Planning and Building Committee Meetings. Notice of such Public Meetings are mailed to immediate area residents and published in local newspapers. Under the Planning Act, **if you do not express your views** at a Public Meeting or in writing to the Clerk's Department before or during the Public Meeting, the Ontario Municipal Board (O.M.B.) may refuse your request for referral (objection) or dismiss all or part of your appeal without holding a Hearing.

## ***Who are the current members of Council? How can I reach them?***

Members of The Blue Mountains Council for the December 2010 to November 2014 term are listed below. All members can be reached through the **indicated** telephone numbers.

<b>Mayor</b> Ellen Anderson <a href="mailto:mayor@thebluemountains.ca">mayor@thebluemountains.ca</a>	519-599-3131 x235	De facto member of all Committees
<b>Deputy-Mayor</b> Duncan McKinlay <a href="mailto:dmckinlay@thebluemountains.ca">dmckinlay@thebluemountains.ca</a>	519-599-6685	Infrastructure and Recreation Planning and Building
<b>Councillor</b> Gail Ardiel <a href="mailto:gardiel@thebluemountains.ca">gardiel@thebluemountains.ca</a>	519-599-6474	Finance and Administration Planning and Building
<b>Councillor</b> R.J. (Bob) Gamble <a href="mailto:bgamble@thebluemountains.ca">bgamble@thebluemountains.ca</a>	519-599-2035	Finance and Administration Infrastructure and Recreation Planning and Building
<b>Councillor</b> Joe Halos <a href="mailto:jhalos@thebluemountains.ca">jhalos@thebluemountains.ca</a>	519-599-3156	Finance and Administration Infrastructure and Recreation
<b>Councillor</b> Michael Martin <a href="mailto:mmartin@town.thebluemountains.on.ca">mmartin@town.thebluemountains.on.ca</a>	519-599-5048	Planning and Building
<b>Councillor</b> John McKean <a href="mailto:jmckean@thebluemountains.ca">jmckean@thebluemountains.ca</a>	705-445-9479	Infrastructure and Recreation Finance and Administration

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For further information about Council or Committee Meetings, or for meeting dates and times, please contact the Clerk's Department at 519-599-3131 x232 or visit the Town's website at [www.thebluemountains.ca](http://www.thebluemountains.ca)

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