



Council and Committee of the Whole Meetings - Deputation and Procedure

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

Deputation Form – Request to make a Deputation

To speak at a meeting of Council or Committee of the Whole, you must complete this form and submit it to the Town Clerk to ensure that your name and address are accurately noted. Deputation Request Forms are due by 9:00 am on the Monday before the subject meeting (one week in advance). Deputations received after 9:00 am on the Monday before the subject meeting or if the Agenda is deemed full shall be considered at the next appropriate meeting. Agendas are finalized the Wednesday prior to the Council/Committee of the Whole meetings.

Following the release of a Council or Committee of the Whole Agenda, the Town Clerk will receive deputation requests regarding matters that are included on the Agenda, up until 12:00 noon the Friday immediately before the meeting.

Subject / Application: _____

- I wish to address Council
- I wish to address Committee of the Whole
- 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 Town Clerk
2. Please state your name and address prior to speaking, and
3. Please provide a digital copy via email to the Town Clerk (**memory sticks will not be accepted**) or a hard copy of materials used in your presentation, if any, to the Town Clerk for the official record of the Town. Material provided prior to the meeting will be circulated to Council and posted to the Town website 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 of the Whole meeting?

If you wish to make a presentation to Council or Committee of the Whole 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 of the Whole level, where possible.

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

How long may I speak?

In accordance with The Town's Procedural By-law, deputations are allotted 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 of the Whole 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/Committee of the Whole 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.

What is Committee of the Whole?

Committee of the Whole discusses issues in detail before making recommendations to Council. Committee of the Whole reports directly to Council. Committee of the Whole meetings are open to the public.

When are the Council and Committee of the Whole meetings Scheduled?

Council and Committee of the Whole meetings are scheduled on a two-week rotation, as follows:

- **Week 1:**
Monday: Council Meeting with Public Meetings at 5:00 pm. Regular portion of the Council Meeting to commence at 7:00 pm.

Note: When required, the Mayor, in consultation with the Clerk, has the authority to schedule the Council Meeting at a time other than the regular start time of 5:00 pm.
- **Week 1:**
Tuesday: Committee of the Whole commencing at 9:00 am.
 - Finance, Administration, Enforcement and Fire Reports
 - Community Services and Operations ReportsTuesday, Committee of the Whole, commencing at 1:00 pm.
 - Planning and Development Services ReportsNote: Any matters not considered within the allotted time will be included on the next regularly scheduled Committee of the Whole meeting for consideration.
- **Week 2:**
No meeting.

The above meetings shall be held in the Council Chamber or other designated location. When Council Meetings fall on a Statutory Holiday, the Council Meeting will be scheduled for the Tuesday immediately after the Statutory Holiday, and will commence at 9:00 am. The Committee of the Whole meeting scheduled for the Tuesday will then commence following the rescheduled Council 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.

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

Members of The Blue Mountains Council for the December 2018 to December 2022 term are listed below. All members can be reached through the **indicated** telephone numbers.

Mayor

Alar Soever 519-599-3131 x400

Deputy Mayor

Rob Potter 519-599-3131 x407

Councillor

Peter Bordignon 519-599-3131 x405

Councillor

Andrea Matrosovs 519-599-3131 x406

Councillor

Rob Sampson 519-599-3131 x408

Councillor

Jim Uram 519-599-3131 x409

Councillor

One (1) Councillor seat currently vacant

For further information about Council or Committee of the Whole Meetings, or for meeting dates and times, please contact the Clerk's Department at 519-599-3131 x232 or visit the Town's website.
