



# Committee of Council Meetings - Deputation and Procedure

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Town of The Blue Mountains  
32 Mill Street, P.O. Box 310  
Thornbury, ON N0H 2P0  
519-599-3131  
1-888-258-6867

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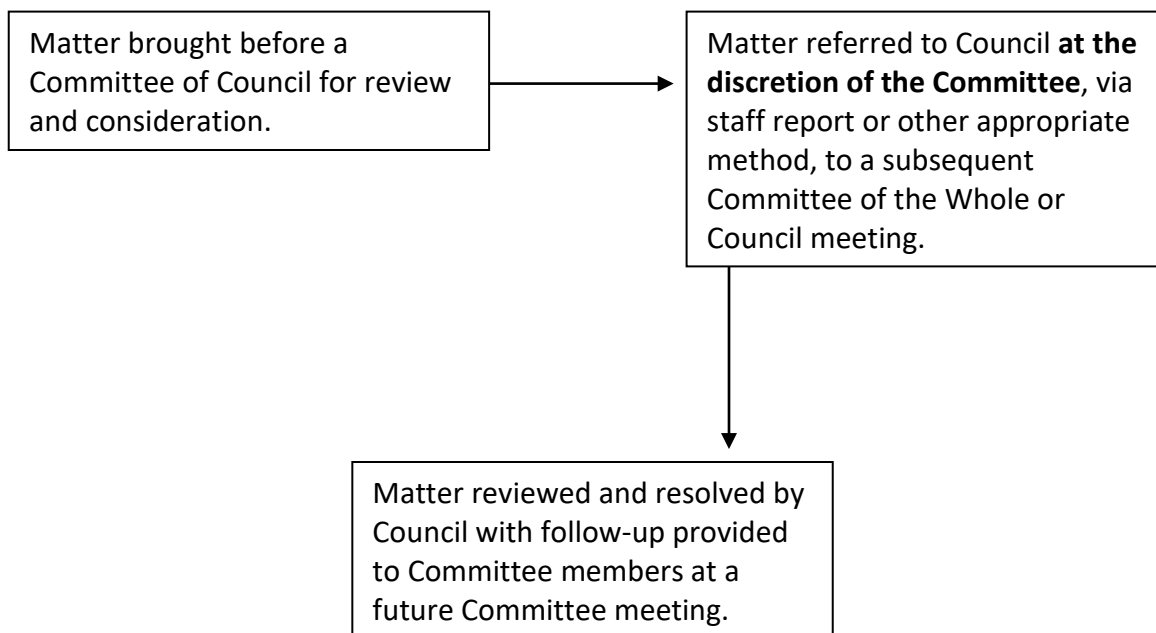
This brochure explains the procedure for making a presentation at a Blue Mountains Committee of Council (“Committee”) meeting. Those wishing to speak at a Committee meeting are required to make their request in writing to the Executive Assistant Committees of Council.

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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Note: Individuals wishing to make a deputation directly to Council or Committee of the Whole may do so through the Town Clerk, by filling out the [Deputation Request Form for Committee of the Whole and Council](#).

## Decision Matrix:



### Deputation Form – Request to make a Deputation

To speak at a Committee meeting, you must complete this form and submit it to the Executive Assistant Committees of Council to ensure that your name and address are accurately noted. Agendas are finalized the Wednesday prior to the Committee meeting. If a Request Form is received after 9:00 am on the Monday before the subject meeting (one week in advance) or if the Agenda is deemed full, the Deputation Request Form shall be considered at the next appropriate meeting. **Please note: a maximum of two (2) deputations will be permitted at each Committee meeting.**

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

Committee of Council I wish to address: \_\_\_\_\_

Related or background information **shall be** attached for circulation to the Committee members

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

If you wish to make a presentation to a Committee during a regularly scheduled meeting, please complete the Deputation Form included in this package and return it to the Executive Assistant Committees of Council.

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

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

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

All comments are directed to and through the Meeting Chair. Members of Committees 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 the Committee to consider the matter brought forward. Although Committees 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. Committees function in an advisory capacity only; decisions are made by Council.

### **Committee of Council Meetings versus Council and Committee of the Whole Meetings**

Council has established various advisory Committees of Council to provide recommendations to Council on a variety of matters. The ultimate decision-making power still lies with Council on matters discussed at the Committee meetings.

Additional information can be found by visiting the Committees of Council webpage:

<https://www.thebluemountains.ca/committees-boards.cfm>

### **When are Committee of Council Meetings scheduled?**

Each Committee meets monthly, or as called by the Chair. Meetings of the Committees of Council are included in the Council Calendar on the Town's website:

<https://www.thebluemountains.ca/council-calendar.cfm>

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

Copies of Committee agendas are available from the Executive Assistant Committees of Council and on the Council Calendar on the Town's website by end-of-day the Wednesday preceding the Committee meeting, or at the meeting.

**Which members of Council sit on the various Committees of Council?**

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. To review the Committees of Council each member sits on, visit the Committees of Council webpage: <https://www.thebluemountains.ca/committees-boards.cfm>.

**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

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For further information about Committee Meetings, or for meeting dates and times, please contact the Executive Assistant Committees of Council at 519-599-3131 x306 or visit the Town's website, <https://www.thebluemountains.ca/council-calendar.cfm>

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