



Instructions for persons requesting a deputation to Village of Sundridge Council

Appearing as a Deputation

1. A number of concerns may not require an appearance before Village Council. Please contact the Clerks Department prior filling in the application form and we will try to resolve the concern or direct you to the next steps to take.
2. A request for a deputation to **Council** must be made in writing to the Village Clerk describing the nature and purpose of the deputation. Submissions must be received by the Wednesday before the meeting. In order to ensure a mutually convenient date, please provide your request to the Clerk's Office as soon as possible.
3. Once all information is received and confirmed, we will contact you regarding further deputation and meeting details.
4. **Deputations shall limit their presentation to not more than fifteen (15) minutes** in accordance with Section 14 of the Village's Procedural By-Law 2014-061. Only one spokesperson may speak on behalf of a deputation to Council.
5. This material should be made available to the Village Clerk's Department in advance of the meeting so that Council and staff are aware of your concerns. Your submission should be delivered / faxed or e-mailed by the Wednesday prior to the meeting. Electronic files such as Power Point presentations should be emailed to us by the Friday prior to the meeting.
6. Deputations will be allowed from the gallery without prior registration to hear during a public hearing portion of a meeting under the Provisions of the Planning Act or other legislative or regulation requiring a public hearing (i.e. Hearings on Zoning By-laws Amendments; Official Plan Amendments). A copy of the comments shall be in writing and given to the Clerk or Recording Secretary at the Meeting.
7. Following your deputation, members of Council will have the opportunity to ask you any further questions, but they shall not enter into a debate.



DEPUTATION REQUEST FORM

PLEASE PRINT CLEARLY

COUNCIL MEETING DATE:	
SUBJECT:	
NAME OF PERSON(S) TO APPEAR:	
NAME OF GROUP ORGANIZATION:	
ADDRESS: Street:	Town / City:
Postal Code:	
PHONE:	EMAIL:
NAME OF PERSON REQUESTING APPEARANCE (if different from person appearing):	
PHONE NO.:	
BRIEF STATEMENT OF PURPOSE OF DEPUTATION:	
LETTER SUBMITTED WITH REQUEST: YES <input type="checkbox"/> NO <input type="checkbox"/>	
Background information and a copy of the presentation or deputation must be submitted by Wednesday prior to the Council meeting date.	
PRESENTATION:	<i>(Note electronic presentations / documentation must be received by the Clerk in advance of the meeting)</i>
Verbal <input type="checkbox"/>	Power Point / Other <input type="checkbox"/>
For Information Only <input type="checkbox"/>	Requires Action by Council / Committee <input type="checkbox"/>
PLEASE CHECK THAT YOU HAVE READ:	
<input type="checkbox"/> Maximum Time Permitted for Deputations is <u>15 Minutes</u> . Please Contact the Clerk's Department if additional time is required.	

Personal information on this form is collected under the legal authority of the Municipal Act, S.O. 2001, c.25, as amended. The information is collected and maintained for the purpose of creating a record that is available to the general public pursuant to Section 27 of the Municipal Freedom of Information and Protection of Privacy Act.

Submit to: Village of Sundridge, Clerk's Department
110 Main St, Sundridge, Ontario, P0A 1Z0
villageoffice@sundridge.ca Fax: 705-384-7874