



## THE CORPORATION OF THE TOWN OF WASAGA BEACH

### Guidelines for Making a Deputation to Council/Committee

Deputations to Council are generally received at the Council meetings held on the fourth Thursday of the month; however, deputations can also be heard at Coordinated Committee or Committee of the Whole meetings, depending on the nature of the deputation. Confirmation of the meeting date will be provided by the Clerk's Department.

The Procedural By-law for the Town of Wasaga Beach outlines the procedures for all deputations/delegations to Council.

### Helpful Hints for Your Deputation

- Have you consulted with a member of staff about the nature of your deputation? Not all matters require a presentation to Council/Committee. If you are not sure, speak with a member of the Clerk's Office;
- You will be required to submit a request to be a deputation, in writing, briefly explaining the nature of your presentation (see application attached), to be submitted to the Clerk's Office by Noon on the Wednesday prior to the meeting;
- A delegation may designate **not more than two (2) persons as speakers** and no other members will speak;
- Maximum time permitted is **ten (10) minutes** but may be reduced depending on the number of agenda items for the given date. You may want to have speaking notes to ensure that you are able to effectively utilize the ten (10) minutes. Any extension of the time limit will be up to Council/Committee to decide;
- You may **speak only to the matter in which permission has been granted** to address Council/Committee;
- Start by thanking the Mayor/Chair and Council/Committee;
- Introduce yourself and explain the purpose of your deputation;
- If you represent a group, explain little bit about the group and their mandate;
- Be sure to present your information through the Chair;
- If you have **written material or a PowerPoint presentation** for the meeting, it should be **provided to the Clerk's Office** ([deputyclerk@wasagabeach.com](mailto:deputyclerk@wasagabeach.com)) **by Noon on Wednesday the week prior to the meeting** for the agenda package and should be in an accessible format;
- If you **require the use of presentation equipment**, please **complete** the attached **Presentation Equipment Request form** and forward it by email to [itsupport@wasagabeach.com](mailto:itsupport@wasagabeach.com) **one (1) week prior to the meeting**;
- Be prepared for questions at the end of your deputation as Members of Council/Committee may be looking for additional information on your request or the activities of your group; and
- Be respectful of everyone in attendance including Council/Committee, the Public and Staff, be mindful of those who may require accessible accommodations, and do not use offensive words, or disobey the rules of procedure or the decision of Council.

**Please complete the attached application form and return to the Clerk's Office in order that we may schedule your appearance before Council.**

[deputyclerk@wasagabeach.com](mailto:deputyclerk@wasagabeach.com) \* 705-429-3844 ex 2224



**TOWN OF WASAGA BEACH  
REQUEST FOR DEPUTATION TO COUNCIL/COMMITTEE**

Name of Person to make Deputation: \_\_\_\_\_

Organization (if applicable): \_\_\_\_\_

Contact Information: Tel# \_\_\_\_\_ Email: \_\_\_\_\_

Meeting Date Requested: \_\_\_\_\_

**(Note: In accordance with the Procedural By-Law, the Clerk has the discretion to reschedule or decline an appearance before Council)**

Subject Matter: \_\_\_\_\_

Brief Description of Purpose of Deputation:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you been to Committee/Council in the last 12 months for the same topic?  Yes  No

If yes, Date: \_\_\_\_\_

Have you been in contact with a member of staff with regard to this matter?  Yes  No

If yes, please provide staff members name: \_\_\_\_\_

|  |                              |                             |
|--|------------------------------|-----------------------------|
| Will you be providing written material *   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Will you be providing a PowerPoint **      | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Will you require Presentation Equipment*** | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

**\*written materials** to be emailed to the Clerk's office at [deputyclerk@wasagabeach.com](mailto:deputyclerk@wasagabeach.com) **by noon on the Wednesday prior to the meeting** for inclusion in the agenda package in an accessible format.

**\*\*PowerPoint presentations** to be emailed to the Clerk's Office at [deputyclerk@wasagabeach.com](mailto:deputyclerk@wasagabeach.com) **by noon on the Wednesday prior to the meeting** for inclusion in the agenda package.

**\*\*\*Complete the Presentation Equipment Request form** attached and email the IT Department at [itsupport@wasagabeach.com](mailto:itsupport@wasagabeach.com) **one (1) week prior to the meeting** in order to prepare for the presentation.

Personal information on this form is collected in accordance with the *Municipal Freedom of Information and Protection of Privacy Act* and becomes part of the public record. Questions with respect to the collection and use of this information should be directed to the Clerk's Office, Town of Wasaga Beach, 30 Lewis Street, Wasaga Beach, ON L9Z 1A1 or call 705-429-3844 ex 2223.



THE CORPORATION OF THE TOWN OF WASAGA BEACH

Information & Technology Management Services



# Presentation Equipment Request

Please complete and submit attention IT Support or Email and attach request to [itsupport@wasagabeach.com](mailto:itsupport@wasagabeach.com)

Please submit request 1 week in advance of event to ensure equipment is available  
or to allow time for alternate arrangements

Requested by: \_\_\_\_\_ Date requested: \_\_\_\_\_  
Contact number: \_\_\_\_\_ Date(s) required: \_\_\_\_\_ Time: \_\_\_\_\_ am \_\_\_\_\_ pm

Type of presentation(s): Power Point  Video  from Internet  from Server

This presentation has sound

This service requires additional discussion with IT staff.

| Location                     | Computer                 | Projector                | Audio                    | Microphones              | Internet                 | Server Data              |
|------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Town Hall - Council Chambers | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|                              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | N/A                      | <input type="checkbox"/> | <input type="checkbox"/> |
| RecPlex - Oakview Room       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | N/A                      |
| RecPlex - Auditorium         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | N/A                      |
| Arena - Banquet Hall         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | N/A                      |
| EOC                          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | N/A                      | <input type="checkbox"/> | <input type="checkbox"/> |

### I would like to sign out the following equipment:

Presentation Laptop  Portable Projector  Projection screen

To be returned to Information Management Services, no later than: \_\_\_\_\_.

Portable equipment can be obtained from the Information & Technology Management Services office at Town Hall.  
Please note the portable projector for the Arena can be obtained, for use at that facility, through Arena staff.

### Terms of use:

I agree to return all equipment no later than the time specified above, in the same condition it was issued, to ensure availability to other users.

I will ensure all cables, remotes, presentation devices, are complete and returned to the appropriate bags.

\_\_\_\_\_  
Borrower Signature

\_\_\_\_\_  
Date