

Approved by  
Resolution #114/07  
November 14, 2007

**Deputation Policy**

**for**

**Lakehead Region Conservation Authority**

1. a) Persons desiring to address or present a brief to the Authority shall be permitted to do so provided,
  - i) They notify the General Manager/Secretary-Treasurer, in writing, at least eleven (11) days prior to the meeting of the Authority at which they wish to appear;
  - ii) File with the General Manager/Secretary-Treasurer, not less than seven (7) days in advance of their appearance, a written statement or brief setting forth the particulars of the address or brief to the Authority.
  - iii) *The same organization can only be represented by one deputation on the same subject.*
- 1.1 a) The presentation of an address or brief shall be scheduled as a Deputation and presented on the Agenda:
  - i) As a presentation or brief to the Authority not necessarily related to any item on the Agenda;
  - ii) As a presentation or brief in connection with an item in the agenda, and such presentation or brief shall be considered at the time the agenda is considered;
  - iii) As a presentation or brief by commercial enterprises, government agencies, consultants, be considered as an agenda item and scheduled as in Clause 1.1 (a)(ii);
- b)
  - i) In presenting an address or brief to the Authority, no person shall be permitted to speak more than (10) minutes;
  - ii) If additional information is provided by the presenter, it must follow the initial outline of the purpose of the deputation;
  - iii) The presenter will need to bring the correct number of copies and these are distributed by the General Manager/Secretary-Treasurer.

c) No person shall speak disrespectfully or use offensive words in or against the Authority nor against any member thereof. No person shall reflect upon any vote of the Authority except for the purpose of requesting that such vote be rescinded or reconsidered.

d) No person shall:

- i) Use offensive words in or against the Authority or any member:
- ii) Speak on any subject other than the subject as stated in accordance with Clause 1.1(a);
- iii) Disobey the rules of the Authority or a decision of the Chairman of the Authority or of the Authority on questions of order or practice or upon the interpretation of the Authority;

and in case a person in any such disobedience after having been warned by the Chairman of the Authority, the Chairman of the Authority may forthwith put the question, no adjournment, amendment or debate being allowed, “that such person(s) be ordered to leave the Boardroom for the duration of the meeting.”

e) There shall be no debate between such speakers and members of the Authority, provided however that questions may be asked by members of the Authority following the presentation of the speaker(s).

1.2 a) If there is a resolution put forward after the deputation, then the resolution MUST be dealt with under New Business.

b) Under “New Business” the matter can be:

- i) Dealt with immediately, or:
- ii) Request a report from the staff, or;
- iii) Refer the matter to another meeting at which time a report is to be presented by staff.

## DEPUTATION INFORMATION SHEET

The following guidelines must be followed in preparing and presenting your deputation to Authority.

- 1) Deputation outline and any additional information pertaining to your deputation must be submitted by date noted in letter, on white paper of 8 ½ X 14 dimension and information typed or written in blue or black ink.
- 2) At the meeting, your deputation will be called by the Chairman, following which you are to present and seat yourself as shown on the attached diagram. Once seated, commence your presentation by introducing yourself and any other people with you to the members of Committee.
- 3) You are allowed a maximum of 10 minutes in which to make your presentation following which individual members of the Authority may ask questions of you.
- 4) You are not permitted to engage in debate with members of the Authority, and any comments which you wish to make should be addressed through the Authority Chairman.

### Seating Arrangement for Deputation

