



SEVERN SOUND ENVIRONMENTAL ASSOCIATION (SSEA) DEPUTATION REQUEST FORM

CONTACT INFORMATION:

Name of person and/or organization wishing to appear:

Contact Person: _____

Mailing Address: _____

Daytime Phone Number: _____ Email Address: _____

SSEA Board Meeting Date Requested: _____

To view the SSEA Board Meeting schedule, visit <https://www.severnsound.ca/about/meetings>

DETAILS OF DEPUTATION:

Please print clearly, be specific, provide details and attach additional information if required.

REQUIREMENTS:

- All deputations will be in either in person or online/virtual and public as SSEA Board meetings are open to the public to attend and/or watch recording
- The completed form and any supplemental materials must be received by 12:00 p.m. (noon) on the Wednesday prior to the requested meeting date
- Each deputation will be limited to 10 minutes regardless of how many people will speak
- The SSEA board may seek clarification on the deputation. Please leave time for questions
- PowerPoint presentations are limited to a maximum of ten slides
- If you are providing documentation such as a PowerPoint presentation, you are required to submit the presentation by email or flash drive/memory stick with your completed deputation form
- If your software requirements are not compatible with the SSEA or affiliates software, you will be unable to use an electronic presentation
- No Confidential/In-Camera requests will be considered - No deputations shall be permitted regarding litigation matters, tenders, Request For Proposals, or other procurement matters, labour relations or employee negotiations or any other matter that is properly the subject of the open Meeting exceptions in the *Municipal Act, 2001*, as amended



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- Repeated deputations by the same individual or group on the same subject will be considered once every six months or at the discretion of the SSEA board

To facilitate constructive and effective public engagement, the following information is provided.

- Direct your presentation to the SSEA Board Chair or Presiding Designate
- Do not expect an immediate answer. Your issue may be referred to staff for more information or to another meeting for further consideration
- All communications and petitions intended to be presented to the SSEA board shall be legibly written, typed or printed; signed by at least one person, dated and include a contact phone number and address before being accepted
- Your deputation may not be on the date requested due to prior commitments or staff resources
- Your deputation is not confirmed until you are contacted by SSEA staff to confirm your place on the agenda
- Provide the SSEA with any notes if they have been handed out
- The name of the person or group delegating will be published in the agenda and in the meeting minutes which are available to the public and are posted on the SSEA website
- Where an individual in making a deputation to the SSEA board does not adhere to the rules as outlined within these sections, the SSEA Board Chair or Presiding Designate has the right to require the deputation to cease and has the authority to have the individual removed from the meeting location. The SSEA board may require that future deputations from the individual be in a written format only for a period of time that the SSEA board may determine

Name of Delegate/Group Representative

Date (YYYY-MM-DD)

The completed request form may be mailed or delivered to the SSEA, 489 Finlayson Street, PO Box 460, Port McNicoll, Ontario, L0K 1R0, faxed to 705-534-7459 or emailed to: sseainfo@severnsound.ca

FOR OFFICE USE ONLY

Approved Declined Other

By (print name): _____

Appearance date (if applicable): _____

Applicant informed of decision (date): _____

By (signature): _____ Date: _____

Personal information on this form is collected under the legal authority of the Municipal Act, S.O. 2001, Chapter 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. Questions about this collection should be directed to the Executive Director, Severn Sound Environmental Association, 489 Finlayson Street, Port McNicoll, Ontario, L0K 1R0.