

DEPUTATION POLICY

1. a) Persons desiring to address or present a brief to the Lakehead Source Protection Committee shall be permitted to do so provided,
 - i) They notify the Source Protection Project Manager, in writing, at least fourteen (14) days prior to the Meeting of the Lakehead Source Protection Committee at which they wish to appear;
 - ii) File with the Source Protection Project Manager, 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 Lakehead Source Protection Committee.
 - 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 Lakehead Source Protection Committee 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 Lakehead Source Protection Committee, 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 Source Protection Project Manager.
- c) No person shall speak disrespectfully or use offensive words in or against the Lakehead Source Protection Committee nor against any Member thereof. No person shall reflect upon any vote of the Lakehead Source Protection Committee except for the purpose of requesting that such vote be rescinded or reconsidered.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 Lakehead Source Protection Committee 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 Lakehead Source Protection Committee or a decision of the Chairman of the Lakehead Source Protection Committee or of the Lakehead Source Protection Committee on questions of order or practice or upon the interpretation of the Lakehead Source Protection Committee;

and in case a person in any such disobedience after having been warned by the Chairman of the Lakehead Source Protection Committee, the Chairman of the Lakehead Source Protection Committee 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 Lakehead Source Protection Committee provided however that questions may be asked by Members of the Lakehead Source Protection Committee 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 the Lakehead Source Protection Committee.

- 1) Deputation outline and any additional information pertaining to your deputation must be submitted by date noted in Policy, on white paper of 8 ½" X 11" 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 the Lakehead Source Protection Committee.
- 3) You are allowed a maximum of 10 (ten) minutes per deputation in which to make your presentation following which individual Members of the Lakehead Source Protection Committee may ask questions of you.
- 4) You are not permitted to engage in debate with Members of the Lakehead Source Protection Committee and any comments which you wish to make should be addressed through the Lakehead Source Protection Committee Chairman.
- 5) Only two speakers per deputation are allowed. The Request for Deputation must identify the speaker or speakers (maximum two allowed). Only those identified in the request will be allowed to speak at the Meeting.
- 6) Speakers must identify themselves to the Source Protection Committee Chair or the Project Manager prior to the commencement of the Meeting.

