



Request for Deputation

Request for deputation and/or any written submissions and background information for consideration by the Long Point Beach Access Advisory Committee must be submitted to Colleen Coons by 12 noon on the Monday prior to the requested meeting.

PLEASE PRINT

Meeting Date: _____

Subject: _____

Name: _____

Address: _____

Phone: Home: _____ Business: _____

Fax: _____ E-Mail: _____

Name of Group or Person(s) being represented (if applicable):

Details of nature of the business/purpose: (Additional information can be attached separately)

Personal information on this form will be used for the purposes of sending correspondence relating to matters before the Long Point Beach Access Advisory Committee. Your name, address, comments, and any other personal information, is collected and maintained for the purpose of creating a report that is available to the general public in a hard copy format and on the internet in an electronic format pursuant to Section 27 of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, C.M 56, as amended. The applicant may request the removal of his or her personal information when submitting this form. Questions about this collection should be directed to the Records Management/Freedom of Information Coordinator, 50 Colborne Street South, Simcoe, Ontario, N3Y 4H3, Telephone: 519-426-5870, Extension 1261; Fax: 519-426-8573; E-Mail: katherine.bristol@norfolkcounty.ca.

VISIT OUR WEBSITE AT: www.norfolkcounty.ca

Information for the Public on Making Presentations

It is necessary to follow certain procedures to ensure that your presentation is seen and heard by the members. Deputations are limited to ten minutes. The following are our suggestions for making an effective presentation:

Provide Information

Provide a copy of your presentation to the Committee Chair either prior to or at the meeting for the record.

Speak through the Chair

When addressing the Committee or answering a question, regardless of where the question came from, you should always address your comments to the Chair. This maintains order in the meeting. The Chair of the Long Point Beach Access Advisory Committee can be addressed as Madam Chair.

Ask Us for Advice – we're here to help you

If you need assistance or advice regarding making a presentation to this Committee, please contact Colleen Coons at colleen.coons@norfolkcounty.ca 519-426-5870 Extension, 1226; Fax: 519-426-8573. She is here to help make your presentation successful.

Procedure By-law

All municipalities are required to have a Procedure By-law that governs the calling, location and proceedings of meetings. As the Long Point Beach Access Advisory Committee follows the procedures of the Council of Norfolk County, an excerpt from the By-law related to Deputations has been customized for this committee and is provided below for your information and reference.

Deputations

- Any person desiring to present new information only verbally to a Committee or make a request of the Committee shall give notice to Colleen Coons by noon Monday prior to the scheduled Meeting.
- A written brief outlining the subject matter of the presentation shall be provided at the time of the request to appear and shall clearly state the nature of the business to be discussed, by Monday noon prior to the meeting.
- Deputations shall be limited in speaking to not more than ten (10) minutes in total per person, per group or per organization.