

How to Register

Four full working days prior to the meeting (Thursday prior to the Thursday Committee of the Whole meeting, Wednesday prior to the Tuesday Council meeting):

Please provide by email or other method of delivery to the Clerk:

- Your complete name, address, telephone number and/or email address
- Written copy or summary of your remarks
- Copy of any supporting material
- PowerPoint or electronic presentation (if using)

Contact us

If you have any questions about an agenda or meeting, about appearing before Council as a deputation or to register for a deputation please contact:

clerks@pecounty.on.ca
613.476.2148 ext. 1022
Fax 613.476.5727
332 Picton Main Street
Picton, ON
K0K 2T0

www.thecounty.ca

Guideline for Deputations



A deputation is a citizen or group who wishes to make a presentation to council on matters of municipal business.

There are several opportunities to address Council, detailed within this brochure.

It is suggested that prior to addressing Council, you discuss your concerns/issue with a staff member. Staff may be able to help address your issue or advise you of the best approach for resolving your concerns.



The County
PRINCE EDWARD COUNTY • ONTARIO

Questions and Answers

Q. How do I know what is on the agenda?

A. All meeting agendas are posted online at <http://bit.ly/PECagendas>.

Q. What is the difference between Council, Committee of the Whole and Planning Public Meetings?

A. They are all composed of all members of Council.

Committee of the Whole is less formal and more opportunity for discussion. Committee of the Whole makes recommendations to Council that are considered at the following Council meeting.

You should speak to Committee of the Whole if your item is on the agenda or if it is a new proposal/issue.

You should speak to Council if you disagree with or wish to reinforce a Committee of the Whole recommendation.

Planning Public meetings are for land development applications such as consent, rezonings or Official Plan amendments.

Q. Where can I get more information the date of a meeting or an item on the agenda?

A. Meeting schedules and full staff reports and attachments are posted on our website. You can also contact the Clerk's office.

Deputations at Committee of the Whole

Anyone can speak on any item on the agenda without registering in advance.

Prior to the meeting please provide:

- A written copy or summary of your remarks
- A copy of any supporting material
- PowerPoint or electronic presentation (if using)

Registered deputations are listed on the agenda. It is necessary to register to speak to an item that is not on the agenda.

All listed deputations at Committee of the Whole meetings have 10 minutes to speak.

The comments from the audience portion of the meeting is allocated 30 minutes and speakers have 3 minutes each.

Deputations at Planning Public Council

Anyone can speak on any item on the agenda without registering in advance.

Prior to the meeting please provide:

- A written copy or summary of your remarks
- A copy of any supporting material
- PowerPoint or electronic presentation (if using)

All deputations at Public Planning Council meetings have 10 minutes to speak.

Deputations at Council

Under ‘Comments from the Audience,’ anyone can speak on any item on the agenda without registering in advance.

Prior to the meeting please provide:

- A written copy or summary of your remarks
- A copy of any supporting material
- PowerPoint or electronic presentation (if using)

The Comments from the Audience portion of the meeting is allocated 30 minutes and speakers have 3 minutes each.

Registered deputations are listed on the agenda. It is necessary to register to speak to an item that is not on the agenda.

Registered deputations at Council meetings have 10 minutes to speak.

Important Note

Any material you submit to Committee of the Whole, Public Planning Council, or Council related to your deputation, either before, during, or after the deputation, forms part of the public record and may be posted on our website. We provide a guest computer and audio visual equipment for your use during deputations.

Meetings are livestreamed, recorded, and available for viewing on County Council's YouTube channel:
<http://bit.ly/PECYouTube>

Tips on making a deputation

Go to the podium to speak.

If you are using the guest computer, provide your presentation to the Clerk's office prior to the meeting.

Turn on the microphone.

The meeting may be chaired by either a member of Council or the Mayor. The Chair is responsible for conducting the meeting and ensuring proper meeting decorum. Always follow directions and instructions from the Chair.

Address yourself and answers to any questions to the Chair. You may address the Chair as Mr. or Madam Chair or, if the Mayor is chairing the meeting, Your Worship, Mr. Mayor or Mayor Ferguson.

Once you have finished speaking and answering any questions from members of Council, please return to your seat.

To ensure decorum at meetings the, County Procedure By-law states that you shall not:

- Speak disrespectfully of any person
- Use offensive words or unparliamentary language
- Speak on any subject other than the subject for which you have received approval to speak
- Disobey the rules of order or a decision of the Chair