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Request to Make a Deputation to Council

A **deputation** is an opportunity for a member of the public (or a group) to speak to Council or Committee directly about an issue either on an upcoming agenda, or a matter that has not been identified on an upcoming agenda. Public deputations are important in the decision-making process as they allow individuals/organizations to officially voice their views or concerns about a particular matter. Anyone can make a deputation.

How to make a public deputation:

To make a public deputation you **must register as a deputation** to be able to speak at the Council meeting. Most Councils have timelines in place for how much advanced notice is required before a request to depute/present is accepted. All deputation requests must be submitted ahead of time using the method identified by the Council's website (usually a form or by emailing the Council Clerk).

Contact information for a Clerk can be found on the Council's website. In most cases, you can sign up as soon as a meeting's agenda is made public, which is usually up to a week before the scheduled meeting.

To reserve a spot, you will need to provide the Clerk the following information:

- The agenda item you will be speaking on.
- Your full name and contact information.
- Your position within the Local.
- If you require a translator, or if you will be bringing your own.

It is good practice to ask the Clerk about:

- How many speakers from any organization are allowed.
- How much time each speaker has.
- What information is needed beforehand.

Make sure you provide the names, addresses and postal codes of anyone who chooses to speak at a Council.

Other tips:

- Arrive 10- 15 minutes prior to the scheduled meeting time if you are planning to speak.
 - Like union meetings, you should address all comments and questions through the Mayor, this helps keep order in the meeting. If necessary, the Mayor will refer a question or comment to other members of Council or staff to respond. You should address the Mayor as Mme/Mr Mayor, or your worship.
- Prepare your public deputation.
 - A public deputation is your chance to express your opinions or experiences with the issue. You only have a limited time to present, so you need to use it wisely! When preparing your public deputation, ask yourself: am I making my point in a clear and understandable way?
 - Write down a few notes, or your whole speech – whatever makes you feel more comfortable!
 - Practice your deputation ahead of time. Ask your union colleagues, friends, and family for feedback.

A typical deputation follows this format:

1. Thank the Chair and the committee.
2. Introduce yourself and why you are speaking. If you are representing your Local, briefly explain their focus and concerns.
3. Explain your concerns and how they affect you and the community. While it's best to be as personal as possible, using examples, statistics, and other research can help your argument.
4. Thank the Chair, the committee, and Council and remind them that you will be observing their voting on this issue.
5. Following your presentation, committee members may ask you questions.

If this is your first time deputing, you may want to attend a meeting beforehand to observe how a meeting is run and to watch other people depute.

After your deputation:

Wait to see if committee members have any questions about your deputation.

If there are no questions, you are free to leave or can stay to hear the rest of the meeting.

Congratulate yourself on a job well done!

Follow up:

A few weeks after the meeting, you will be sent a copy of the committee's decision by mail.

Follow up with Council to see if they support your position. Continue to watch for any new developments about your issue.

Remember, you're not in this alone!

We are happy to assist your Local setting up deputations. Just contact us at info@cupe.on.ca