



## DEPUTATION INFORMATION SHEET

### DEPUTATION REQUEST - PROCESS

1. **Prior to appearing before The District of Thunder Bay Social Services Administration Board (TBDSSAB) you are required to contact the Board Administration to try to resolve the issue.**
2. No more than three (3) persons shall be permitted to speak with a combined presentation of ten (10) minutes. A request to appear for an extended period of time will require approval of the Board Chair.
3. **Your request must be in writing directed to the Chief Administrative Officer - TBDSSAB** and should be received in the Board Administration Office no later than 10:00 A.M. on the tenth (10<sup>th</sup>) day immediately preceding the meeting day.

You can deliver or mail your request to the attention of the Chief Administrative Officer, The District of Thunder Bay Social Services Administration Board, 4th Floor, 34 N. Cumberland Street, Thunder Bay ON P7A 8B9. The information can also be faxed to 807-345-6146.

#### **Please include the following in your letter to the Chief Administrative Officer (CAO):**

- Name, address, telephone number and fax number if available. Please also include names of any other persons appearing with you. (Limit 3 persons)
  - A written statement or brief indicating whether or not you have contacted Board Administration and the results of the contact.
  - An outline of your deputation should be submitted on white paper (8 ½ x 11), typed or written in black ink. Every communication, including a petition shall be legibly written or printed.
  - **Your correspondence must be signed by at least one person.** Original correspondence and signatures are required. **(If faxing information, please forward original by mail).**
  - If your deputation pertains to a funding request you are requested to include financial statements and/or budget information relative to your organization.
4. Upon receipt of a Deputation request, the CAO will schedule your appearance before the Board. If the information is incomplete, you will be tentatively scheduled pending receipt of the additional information required to confirm the deputation. If this is not received, you will NOT be scheduled as a deputation.

You will receive a letter confirming when your deputation has been scheduled or in the alternative a letter requesting information required in order to confirm your attendance. Your deputation will be placed on the agenda at the beginning of the meeting.

5. If there is any additional material you wish provided to Members of the Board after your initial request has been submitted, it must be received in the Board Administration Office no later than 10:00 A.M. ten (10) days prior to the meeting date, in order to have it included in the agenda. If the material is bound, or extremely large, an original and 22 copies will be required. If unsure, please contact our office for clarification @ 766-2103.

If there is further material you wish provided to Members of the Board after the ten day deadline, an original plus 22 copies of this material must be received in the Board Administration Office, no later than 10:00 A.M., seven (7) days preceding the meeting date.

**NOTE:** Any material and/or comments provided by you will be included in a TBDSSAB Agenda, which is a public record that is available to the general public and posted on the Board's website ([www.tbdssab.on.ca](http://www.tbdssab.on.ca)). Any additional information received and not printed in an Agenda will be provided separately to Members of the Board, Board Administration and may be posted to the website.



THE DISTRICT OF THUNDER BAY  
SOCIAL SERVICES ADMINISTRATION BOARD

## **YOUR APPEARANCE BEFORE THE BOARD**

At the meeting, **your deputation will be called by the Chairperson or the CAO - TBDSSAB.**

**Once seated at the deputation table, commence your presentation by introducing yourself (full name and title) and any other persons attending with you (full name and title).** Addresses should be included if not previously provided. During your presentation, **please speak clearly.**

**No more than three (3) persons shall be permitted to speak with a combined presentation of ten (10) minutes, unless otherwise arranged.** The outline previously submitted by you and included in the agenda or distributed separately, may be summarized or highlighted during your presentation. It would be appreciated if you would refrain from reading directly from the material already printed in the agenda; simply state the reason you are appearing, the solution or action you are seeking and the reason for your request.

**Following your presentation individual Members of the Board may ask questions. You are not permitted to engage in debate with Board Members, and any comments are to be directed to the Chairperson only.**