Procedure for Deputations to the Penetanguishene Public Library Board

The purpose of this procedure is to provide clear guidelines on how members of the public can make deputations to the Penetanguishene Public Library Board in order to provide input into and comment on the policies, services and practices of the Penetanguishene Public Library.

A deputation is defined as a presentation before the Board by an external source (individual, group or organization) that does not have a report prepared by administration accompanying the presentation or has not been expressly invited by the Board or administration to make a presentation. Deputations can be made in person or in writing.

How In order to make a deputation to the Library Board:

1. A deputation request is to be submitted to the CEO/ Board Chair a minimum of one weeks prior to the regular Library Board meeting. (Generally held on the last Monday of each month except for July, August and December.)

2. A written document addressed to the Library Board stating the nature of the deputation must be submitted at the time of the request and be signed by at least one person giving their address. This document will be included in the Library Board package and must be legible. This document will be made available to the public as part of the Library Board package.

3. The deputation may provide a written submission of the presentation but it is not necessary. Written comments may also be sent without presenting to the board.

4. The presentation and/or written submission at the meeting, along with the deputee's name, will become part of the public record and will be published as part of the agenda and/or minutes of the meeting. These documents are posted to the Library's website and made available to the media.

5. Deputations will be scheduled at the beginning of the public portion of the meeting. Each deputation shall be limited to a maximum time of five (5) minutes to make a presentation unless otherwise determined by the Chair.

6. Deputations may not provide personal information (including views or opinions) about someone else, without confirming in the presentation that prior agreement of that individual has been given in writing.

7. Upon the completion of a presentation to the Board, any discourse between Board members and deputee shall be limited to Board members asking questions for clarification and obtaining additional relevant information only.

9. Board members shall not engage in debate with respect to the presentation. The Board Chair may refuse the deputation, after consultation with the CEO based on the following criteria:

- Request is not submitted within the time frame listed above.
- A written submission did not accompany the request.
- The item under discussion is not within the Library Board's jurisdiction.
- The item relates to a Labour Management or in camera item.
- The Library Board has already made a decision or has addressed the particular concern in a previous deputation.
- There are already more than three deputations on the agenda.

November 28, 2023