

How to Speak at a Government Committee

Speaking at a government committee (deputation) is a great way to have your voice heard at City Hall. You can speak on issues like transit, housing, child care and more if they are on the agenda!

How to Sign Up to Speak at Committee

1. Go to **toronto.ca/council**
2. Click **“Committees”**



3. Find the Committee that you want to speak at. Remember: Committee agendas are released a week in advance of the meeting date!



4. Click on the meeting you wish to attend.

November 13, 2019 - 9:30 AM - Meeting 10 - In Progress (Public Session)

Planning and Housing Committee

Committee Room 1, City Hall Agenda Published

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PH10.1	(9:45 AM) City-Initiated Priority Retail Streets Zoning By-law Amendments: Final Report: (Ward 10, 11, 13 - Statutory: Planning Act, RSO 1990)	Adopted
PH10.2	(10:00 AM) Housing Now - 777 Victoria Park Avenue - Zoning Amendment - Final Report (Ward 20 - Statutory: Planning Act, RSO 1990)	Held By Ana Bailão
PH10.3	Inclusionary Zoning Public Consultation Comments and Update (Ward All)	Amended
PH10.4	Amendments to Chapter 354, Apartment Buildings, and Progress Update on RentSafeTO (Ward All)	Held By Ana Bailão

5. If there is an agenda available, click the relevant Agenda Item (e.g PH10.1).
6. On the top left corner, click **“Request to Speak”** to send an email to the Clerk to put you on the list of speakers for that meeting.

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How to Structure Your Speech

Think of your deputation structured as a burger and reflect on the questions below to start writing your speech. You can use the worksheet to help you write!



Top Bun (Introduction): Who are you? What are you speaking about? What organization are you part of? What decision do you want the Committee to make?

Burger Patty and Toppings (Body): How does your lived experience fit in with the issue? How will the Committee's decision affect you? What are some statistics or facts you can use to strengthen your deputation and make it more compelling?

Bottom Bun (Conclusion): What decision do you want the Committee to make? What thoughts do you want to leave Committee members with? Remind the Committee why you're there!

Making A Plan to Speak at Committee

Here are some things to keep in mind as you plan for your Deputation:

- Do you know what time the committee meeting starts?
- How much time will it take to get there?
- Are you anticipating that a lot of people will be speaking on the same issue?
- Have you practised your speech to make sure it flows?
- Will your speech fit the amount of time you have?
- Have you considered what kind of questions Councillors might ask you?

Subscribing to Council and Committee Updates

If you don't know when a decision on an issue that you care about is being made, you can contact your Councillor or you can subscribe to E-Updates here:

<https://www.toronto.ca/home/social-media/e-updates/>.

How to Speak at a Government Committee Training Worksheet

This sheet is to help you structure your deputation! Write down what you think should be included in your deputation.

Topic: _____

Intro (Who are you? What are you speaking about? What organization are you part of? What decision do you want Committee to make?):

Body (How does your lived experience fit in with the issue? How will the Committee's decision affect you? What are some statistics or facts you can use to bolster your deputation and make it more compelling?):

Conclusion (What decision do you want the committee to make? What thoughts do you want to leave Committee members with? Say why you're there!):
