

REQUEST FOR DELEGATION / WRITTEN SUBMISSIONS

A request for a delegation or presentation before Council must be in the form of a written submission to the Municipal Clerk. The following background information form must be duly completed and submitted by not later than 4:30 p.m. on the Wednesday prior to the requested meeting.

PLEASE PRINT CLEARLY:

Council Meeting Date:			
Subject:			
Name:			
Address:			
Phone:	Home:	Business / Cell:	Fax:
E-Mail:			
Name of Group or Person(s) being represented <i>(if applicable)</i> :			
Details of nature of the business/purpose <i>(additional information can be attached separately)</i> :			
Presentation Requirements:	<input type="checkbox"/> Easel		<input type="checkbox"/> Projection Equipment
	<input type="checkbox"/> Other:		

Please be advised that your delegation/presentation will be recorded in video and audio format as part of Council meetings and will be subject to media broadcast (Eastlink and internet). Personal information on this form will be used for the purpose of sending correspondence relating to matters before Council and Committee of the Whole. Your name, address, comments, and any other personal information, is collected and maintained for the purpose of creating a report that is available to the general public in a hard copy format pursuant to Section 27 of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, C.M 56, as amended.

Submit your completed form to:

Municipal Clerk (delegate)
Municipality of West Nipissing
101 – 225 Holditch Street
Sturgeon Falls, ON P2B 1T1
e-mail: mducharme@westnipissing.ca or jdupuis@westnipissing.ca
Tel: 705-753-2250 • Fax: 705-753-3950

Visit ... www.westnipissingouest.ca

INFORMATION FOR THE PUBLIC ON MAKING PRESENTATIONS TO COUNCIL

We are pleased to provide you with some information that will help make your presentation to Council effective. All Council meetings for the Municipality of West Nipissing are recorded in video and audio format and broadcast live on Eastlink, as well as simultaneous broadcast on the municipal website. There can be an audience at our meetings. It is therefore necessary to follow certain procedures to ensure that your presentation is seen and heard by the Council members, the press and the audience in the gallery. Delegations are limited to a maximum of 15 minutes, including a brief question and answer period (if necessary). The following are our suggestions for making an effective presentation.

PROVIDE INFORMATION TO MUNICIPAL CLERK

Provide a copy of your presentation to the Municipal Clerk either in advance of the meeting or at minimum 15 minutes prior to the commencement of the meeting. Please contact one of the following individuals:

NAME	TITLE	PHONE	E-MAIL
Melanie Ducharme	Municipal Clerk	705-753-2250 ext. 6926	mducharme@westnipissing.ca
Janice Dupuis	Deputy Clerk	705-753-2250 ext. 6907	jdupuis@westnipissing.ca

If you are providing a PowerPoint presentation please e-mail a copy to the Municipal Clerk by Tuesday morning prior to the meeting to ensure that it is set up for you when you arrive at the meeting.

SPEAK THROUGH THE CHAIR

When addressing Council or answering a question, regardless of where the question came from, you should always address your comments to the Mayor. This maintains order in the meeting. The Mayor is addressed as Mayor Savage, Madam Mayor or Your Worship.

SPEAK FROM THE PODIUM

When addressing Council or answering a question, always move to the podium before you begin speaking.

- If you have moved back to a seat in the gallery and you are asked another question, please return to the podium to respond.
- Do not try to address Council from a seat in the audience as you may not be heard by everyone in the Council Chambers.

TEST YOUR PRESENTATION MATERIALS BEFORE THE MEETING

If you are presenting drawings, documents or a Power Point presentation that you wish to display using the projector, you are advised to attend the Council Chambers during the day prior to the meeting to ensure that your presentation can be properly loaded and displayed. Copy your Power Point presentation onto a USB stick, it can then be plugged into the Municipality's computer. If you need information regarding the presentation equipment in Council Chambers, please contact one of the previously identified individual for assistance.

MAKE SURE YOUR PRESENTATION WILL BE VISIBLE

When preparing any drawing or document to project using the projection equipment, you should make sure that the text or the diagram will be visible for the audience in the Council Chambers. It is suggested that a font size of 24 should be used as a minimum.

ASK US FOR ADVICE – WE'RE HERE TO HELP YOU

If you need assistance or advice regarding making a presentation to Council, please contact:

NAME	TITLE	PHONE	E-MAIL
Melanie Ducharme	Municipal Clerk	705-753-2250 ext. 6926	mducharme@westnipissing.ca
Janice Dupuis	Deputy Clerk	705-753-2250 ext. 6907	jdupuis@westnipissing.ca

We are here to help make your presentation successful.

PROCEDURAL BY-LAW

14.0 DELEGATIONS

- 14.1** A delegation may be heard by Council or Committee at a meeting provided that the following requirements are complied with:
- 14.1.1 Delegation shall be permitted at all meetings of council as follows:**
- (a) Committee of the Whole (1st and 2nd Tuesdays of the month) there shall be one (1) delegation permitted
 - (b) Regular meeting (3rd Tuesday of the month) there shall be two (2) delegations permitted
- 14.1.2** A delegation shall submit to the Clerk a written request to be placed on the Agenda, together with a written submission to be included in the Agenda, outlining the matters that the delegation wishes to present to Council or Committee;
- 14.1.3** Such requests must be submitted to the Clerk no later than 4 business days prior to the regular meeting, and the Clerk may make a determination as to deferral of delegations to subsequent meetings or referral to the appropriate Committee or Department Head;
- 14.1.4** The Clerk shall reply to such requests in writing or by telephone, as time permits, indicating approval, refusal, deferral or referral of the delegation and the reasons thereof.
- 14.2** A delegation shall be listed on the Agenda and heard in the order determined by the Clerk
- 14.3** Only one person shall be permitted to address Council or Committee for each delegation representing a group or organization. If additional persons are required, they would do so only with the permission of the Chair.
- 14.4** A delegation shall have up to fifteen (15) minutes to make its presentation. Such time limit may be extended by such amount of time as the Council or Committee deems advisable by resolution passed by 2/3 of the members present.
- 14.5** There shall not be more than two (2) delegations at any regular meeting of Council or one (1) delegation at a Committee of the Whole meeting.
- 14.6**
- (i) No delegation will be permitted to address the Council or Committee with respect to a specific issue dealt with during closed sessions, under the provisions of the Municipal Act, 2001, as amended.
 - (ii) Presentations are not allowed on employer/employee matters from individuals or unions/organizations representing employees where the matter to be presented are part of a collective agreement or where there is a contractual agreement with the Municipality of West Nipissing.
- 14.7** Presentations by a delegation shall be followed by questions to the delegation from members of Council or Committees.
- 14.8** Every communication or Petition intended for presentation to the Council, Committee of the Whole shall be legibly written or printed and shall be signed by at least one (1) person, giving his or her address. Upon request, a blank form of Petition will be provided by the Clerk's office.
- 14.9** The request conveyed in the Petition will be considered by the Committee of the Whole for disposition. Where required due to timing, Petitions may be considered directly by Council as an item under New Business;
- 14.10** For reasons of privacy, the names and addresses included with the Petition will be provided to members of Council, but not published in the Agenda;
- 14.11** Staff may prepare recommendations related to the matter for Council's or Committee's consideration;
- 14.12** The Municipality is not responsible for the accuracy or reliability of any information contained in any petition submitted.