



TOWN OF GEORGINA

• PRESENTATION REQUEST FORM •

For completion ten (10) days prior to the meeting

The Presentation Request Form and any written submissions and background information for consideration by Council must be submitted to the Clerk's Department personnel by the following deadline:

10:00 a.m. on the Monday ten (10) days prior to the Wednesday meeting

PLEASE PRINT CLEARLY:

NAME: _____

ADDRESS _____

Street Address

Town/City

Postal Code

PHONE #: DAY: _____ EVENING: _____

FACSIMILE #: _____ E-MAIL ADDRESS: _____

NAME OF ORGANIZATION OR PERSON(S) BEING REPRESENTED (if applicable):

1) COUNCIL DATE you wish to attend:

2) BRIEF SUMMARY OF THE PURPOSE OF YOUR PRESENTATION:

(over)



- 3) HAVE YOU BEEN IN CONTACT WITH A TOWN STAFF MEMBER IN REGARD TO THE MATTER OF INTEREST? YES WITH WHOM _____
NO

IF YES, outcome of your discussion: _____

- 4) DO YOU REQUIRE ANY EQUIPMENT FOR YOUR PRESENTATION? IF YES,

Please specify: _____

- 6) DO YOU REQUIRE ANY ACCESSIBILITY ACCOMMODATION?

YES NO

IF YES, what do you require? _____

- 7) REQUEST NOTIFICATION OF DECISION. YES NO

NOTES:

The Presentation Request Form and supporting materials, presentations notes must be received by the Clerk's Department personnel **no later than 10:00 a.m. on the Monday ten (10) days prior to the Wednesday meeting.**

I confirm that I have read and understand the instructions and procedure and shall abide by the Presentation Procedures under the Procedural By-law.

Signature

Date

Personal Information on this form will be used for the purposes of sending correspondence relating to matters before Council. Your name, address, comments and any other personal information is collected and maintained for the purpose of creating a record that is available to the general public in a hard copy format and on the internet in an electronic 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. Questions about this collection should be directed to the Clerk's Department, Town of Georgina, 26557 Civic Centre Road, Keswick, ON L4P 3G1. Telephone 905-476-4301, Ext. 2223; Fax 905-476-1475.

(over)



INSTRUCTIONS FOR PRESENTATIONS TO COUNCIL

All portions of Council meeting(s) are televised except those portions permitted under the closed meeting provisions under the *Municipal Act, 2001*, Section 239.

As there is an audience for Council meetings, it is necessary to follow certain procedures to ensure that your presentations are seen and heard by the television audience, the audience in the Council Chambers and foremost by Council Members.

- Presentations are limited to ten (10) minutes and may be extended at the discretion of Council by a majority vote.
- Presenters shall not:
 - Speak more than once on an item;
 - Use offensive words;
 - Speak on any subject other than the subject for which they received approval to address Council;
 - Disobey a decision of the Presiding Officer; and
 - Enter into cross debate with other Delegations or Presenters, Town staff, Members of Council or the Presiding Officer.
- Invited Presentations are limited to ten (10) minutes and may be extended at the discretion of Council by a majority vote.
- Upon the completion of a presentation to Council, any discourse between Members and the Presenters shall be limited to Members asking questions for clarification and obtaining additional relevant information only.
- Members shall not enter into debate with the Presenters.
- Once the motion has been moved and seconded with respect to presentation, no further presentation or questions of the Presenters shall be permitted.

(over)

PROCEDURE FOR PRESENTATIONS:

1. PROVIDE INFORMATION IN ADVANCE

Presenters must provide a copy of your presentation to the Clerk's Department prior to 10:00 a.m. on the Monday ten days prior to the Wednesday meeting, so that your name can be placed on the agenda and the Council Members and public are aware of your topic.

The Clerk's Department personnel can be contacted at 905-476-4301, ext. 2219, or clance@georgina.ca.

2. SPEAK THROUGH THE CHAIR

When addressing Council or answering a question, regardless of where the question came from, the Presenter should always address your comments to the Mayor, Deputy Mayor or Presiding Officer as this helps to maintain decorum. The Mayor can be addressed as 'Mayor Quirk' or 'Madam Mayor' or 'Deputy Mayor' if the Deputy Mayor is presiding.

3. SPEAK INTO THE MICROPHONE

When addressing Council or answering a question, always use the microphone.

- When you must move from the public gallery to use a microphone, move to the microphone before speaking
- If you move back to a seat in the audience and you are asked another question, please return to the microphone to respond
- Do not try to address Council from your seat in the audience, as people both in the Council Chambers and the television audience cannot hear you.

4. 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. If you need additional information regarding the presentation, please contact the Clerk's staff at 905-476-4301, ext. 2219.

5. MAKE SURE YOUR PRESENTATION WILL BE VISIBLE

When preparing any drawings or documents to project using the document camera or digital projector, the Presenter should make sure the text or the diagram will be visible in the Council Chambers. Presentations on the screen must be legible for the audience, the words on the document or drawings should be visible from a distance of eight (8) feet away (the font size should be a minimum of 24).

6. REQUEST ASSISTANCE

For assistance or advice regarding making your presentation to Council, contact the Clerk's Department personnel at 905-476-4301, ext. 2219 or clance@georgina.ca.