

## 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:		
<p><i>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.</i></p>			

**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](mailto:mducharme@westnipissing.ca) or [jdupuis@westnipissing.ca](mailto:jdupuis@westnipissing.ca)  
Tel: 705-753-2250 • Fax: 705-753-3950

**Visit ... [www.westnipissingouest.ca](http://www.westnipissingouest.ca)**

## INFORMATION FOR THE PUBLIC ON MAKING PRESENTATIONS TO COUNCIL

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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

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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	<a href="mailto:mducharme@westnipissing.ca">mducharme@westnipissing.ca</a>
Janice Dupuis	Deputy Clerk	705-753-2250 ext. 6907	<a href="mailto:jdupuis@westnipissing.ca">jdupuis@westnipissing.ca</a>

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

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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

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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

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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

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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

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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	<a href="mailto:mducharme@westnipissing.ca">mducharme@westnipissing.ca</a>
Janice Dupuis	Deputy Clerk	705-753-2250 ext. 6907	<a href="mailto:jdupuis@westnipissing.ca">jdupuis@westnipissing.ca</a>

We are here to help make your presentation successful.