

## **Making a Presentation or Deputation to Atikokan Township Council**

Township Council welcomes members of the public who want to address Council on matters that concern them. Appearing before Council is very formal, very public, and often daunting. This guide has been prepared to guide you through the process.

### **Before You Present to Council**

The subject matter of deputations should be discussed with staff before you make a presentation to Council. Particularly if your presentation includes a request of Council, staff require time to prepare a report and recommendation on the matter.

You will need to notify us in writing of the nature of your presentation. This notification must be delivered to the Municipal Office no later than the Thursday prior to the Council meeting. E-mails to [Pat.Halwachs@atikokan.ca](mailto:Pat.Halwachs@atikokan.ca) are acceptable. Prior to your presentation, you will be required to sign a form indicating that you have read and understand this document.

While it is not required, it is very helpful if you can provide us with a summary of your presentation prior to the Council meeting, so that staff and Council are prepared. In the absence of such, any required decision of the council may be postponed to another meeting.

Please review the Complaints Policy prior to scheduling a presentation to Council. Our Complaints Policy requires that complaints not go before Council unless the Complaints Committee has addressed them. (By-Law 16-05) This policy is available on request.

By-law 56-07 prevents commercial or industrial businesses from appearing before Council to request financial assistance of any type. Such requests will be denied by the Clerk. This by-law is available on request.

### **Your Presentation**

Deputations before Council take place near the beginning of the Council meeting, following a few preliminary items. Therefore, you are requested to be in Council Chambers at least 20 minutes prior to the start of the meeting. This is especially important if you have equipment to setup. If you appear late, you may not be able to appear before Council that night.

Please bring ten copies of your presentation, for Council and for the record. Give them to the Clerk or Deputy-Clerk, who will circulate them.

You may bring a computer presentation or props if you would like. Though we prefer you use your own computer and projector, the Township does have equipment if you make arrangements with staff in advance. Council chambers also has an internet connection for laptops equipped with an Ethernet card. For televised Council meetings, it is helpful if you can provide an electronic copy of your presentation to Shaw Cable staff prior to the meeting. Please ask staff for help in setting-up any presentation equipment or props.

Once you have setup your equipment, if any, take a seat in the audience. When you are called by the Mayor, you may take a seat at the staff table.

Although groups may address Council, you are limited to one speaker of ten minutes, or two speakers of five minutes each. Quite likely, your presentation will be televised on Shaw Cable. In this case, a microphone will be provided to you. Speak clearly and directly into the microphone, so that the television audience may hear you.

Please remember that this is a presentation of matters of fact, not a debate with Council. Council may ask you questions for clarification, however. Council may also dismiss you and debate the topic - if there is need for discussion - amongst themselves. In any case, the Mayor or Clerk will likely tell you what next steps to expect.

#### **Council's Proceedings are Public**

On very rare occasions, Council will allow delegations to present at an in-camera session. There are strict provisions in the Municipal Act covering when this is allowable. In this case, only one set of minutes is produced, and it is kept in the Clerk's office. No other record of the meeting will be kept. If you are involved in such a meeting, you are required not to divulge to the public any information from the meeting.

In most cases, however, your presentation will be public. In most cases, it will be televised and broadcast live on Shaw Cable TV in Atikokan. Since it is broadcast live, you will not have the opportunity to "take back" anything you say. Shaw also reserves the right to re-broadcast these meetings. For your own sake, ensure your presentation is factual, and not subject to libel or slander suits. Being in Council Chambers provides absolutely no legal protection.

The Atikokan Progress reports on all Council meetings. There are times when no Progress reporters are present. Don't be fooled. The Progress will quite often report on the meeting based on the Shaw TV broadcast.

Your presentation will also be recorded in the minutes. These are public documents. You will not have the opportunity to correct any statements in your presentation. Remember that following your presentation, any member of the public may request a copy of the minutes and any supporting documentation - such as your presentation notes as provided to staff.

Finally, your presentation and any responses to it made publically at an open meeting may appear on the Atikokan.ca website. This website has a global reach, and may be accessed by any interested parties.

Be prepared for the openness of Council meetings.

Once you have read this document, please feel free to discuss any of the points with staff. We are here to help ensure your presentation to Council is successful.



# TOWNSHIP OF ATIKOKAN

## DELEGATE REQUEST FORM

DATE: \_\_\_\_\_

I, \_\_\_\_\_ of \_\_\_\_\_

am requesting to be placed on the agenda at the next meeting of the Atikokan  
Township Council to be held on \_\_\_\_\_.

I would like to make a statement and/or comment on the subject of  
\_\_\_\_\_.

I am aware that my presentation may be made available on the Atikokan.ca website

I have read and fully understand the attached the information sheet.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date