

Making a Presentation or Deputation to Atikokan Town Council

Atikokan Town Council welcomes members of the public who want to address Council on matters that concern them. Appearing before Council is formal, public and often daunting. This guide has been prepared to assist 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 members may require time to prepare a report and recommendation on the matter.

You will need to notify the Clerk's Department in writing of the nature of your presentation no later than 12:00 p.m. on the Thursday prior to the Council or Committee-of-the-Whole meeting you are requesting to attend. Although rare, your request to appear before Council may be denied by the Clerk or CAO. If this happens an alternate method to have the subject matter dealt with will be explored.

Please review our Citizen Request Policy prior to scheduling a presentation to Council. Our Citizen Request Policy requires that a request not go before Council unless the appropriate staff member or Committee of Council has had the opportunity to address it. The 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.

Prior to your presentation, you will be required to sign the attached form indicating that you have read and understand this document.

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

Your Presentation

Deputations before Council take place near the beginning of the Council or Committee of the Whole meeting. Therefore, you are requested to be in Council Chambers at least 15 minutes before the start of the meeting. If you have equipment to set up it is especially important you arrive well before the meeting time to test your equipment. Arrangements can be made through the Clerk's department to gain early access to Council Chambers for set up. If you arrive late to the meeting, you may not be able to appear before Council that night.

Please provide electronically any material you wish to have distributed to Mayor and Council to the Clerk or Deputy Clerk prior to the meeting so that it may be included in the agenda package. If you choose not to provide these materials electronically, please bring 15 paper copies of your presentation for each member of Council and staff.

You may bring a computer presentation or props if you would like. Though we prefer you use your own computer and projector, the Town does have equipment available if you make arrangements with staff in advance. Please ask staff for help with setting up any presentation equipment or props. Council Chambers has wireless and hardwired internet access. For televised Council meetings it is advisable that your presentation be of visual quality to be captured by the television camera.

Once you have setup your equipment and given your presentation to the Clerk or Deputy-Clerk for distribution, please take a seat in the audience. The Mayor will call you to the podium at the designated time.

Although groups may address Council, you are limited to one speaker of ten minutes, or two speakers of five minutes each. A microphone will be provided to you. Speak clearly and directly into the microphone.

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

Council's Proceedings are Public

Your presentation will be public. During a Shaw Cable televised Council meeting you will not have the opportunity to "take back" anything you say. Shaw Cable 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 and Committee of the Whole meetings.

Your presentation will also be recorded in the meeting minutes. These are public documents. You will not have the opportunity to correct any statements in your presentation. 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. Minutes of Council meetings are accessible on the Town's website at www.atikokan.ca.

Be prepared for the openness of Council.

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.



I, _____ of _____ am requesting to be placed
(name) (organization)

on the agenda of the Atikokan Town Council meeting to be held on

(date)

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

_____.

I am aware that my presentation will become public information.

I have read and fully understand the attached information sheet about Making a Presentation/Deputation to Atikokan Town Council.

Name (please print)

Date

Signature