



**TOWNSHIP OF ADJALA-TOSORONTIO
REQUEST TO APPEAR AS A PRESENTATION**

(Please print clearly)

NAME:

ADDRESS:

POSTAL CODE:

TELEPHONE #:

E-MAIL ADDRESS:

I have never spoken on this issue before. Key points of my presentation are as follows:
(A full presentation (letter) providing details must be signed and attached)

If an individual appears with a presentation before Council, a further presentation from the same individual concerning the same topic(s) will not be permitted unless there is *significant* new information to be brought forward, subject to approval by the Mayor and Clerk. Specific new information must be identified on this form and/or attached for approval.

I have spoken on this issue before. Specific new information I wish to submit is as follows: **(please sign and attach full presentation)**

Requests to Appear before Council must be received in writing (and signed by at least one person) by the Clerk before 12:00 p.m. (noon) on the Monday immediately preceding the scheduled Council meeting, complete with a copy of the presentation materials as detailed in the presentation protocol. Failure to provide the required information on time will result in a loss of privilege to present a presentation. Where the Monday is a statutory holiday, by 12:00 noon on the Friday prior to the holiday.

I wish to appear before Council on: _____

I have read and understand the presentation protocol on the back of this form; and, that the information contained on this form, including any attachments, will become public documents and listed on Township Meeting Agendas.

I also understand that presentation materials must be submitted with this presentation request form. Electronic signed presentations must be e-mailed to kpearl@adjtos.ca no later than 12:00 p.m. (noon) on the Monday immediately preceding the meeting and where the Monday is a statutory holiday, by 12:00 noon on the Friday prior to the holiday.

I also understand that if the materials contain any obscene or improper matter, language or does not meet the requirements of the presentation protocol, the Mayor shall decide whether it should be included in the agenda for a Council meeting and if not, I will be notified.

Signature

Date

Please direct any queries to Kathryn Pearl, Clerk (705) 434-5055, ext. 263. Fax: (705) 434-5051 e-mail kpearl@adjtos.ca.

TOWNSHIP OF ADJALA-TOSORONTIO PRESENTATION PROTOCOL

The purpose of the presentation process is to allow residents to make their views known to Council. Council values and welcomes input, comments and constructive suggestions. Since Council generally has to consider a large number of issues and concerns at any given time, the following protocol is observed.

1. In accordance with the Township of Adjala-Tosorontio Procedural By-law #16-19 Council shall hear presentations for information purposes only and the time limits for presentations shall be set by the Clerk in consultation with the Mayor.
2. When a number of people are to appear representing one viewpoint or interest group, it is expected that the group be represented by a spokesperson, and/or submit written submissions.
3. When called upon by the Chair of General Committee or the Mayor at Council meetings, the presenter should proceed immediately to the podium or table in the Council Chambers.
4. Presenters are asked to keep their remarks as brief as reasonably possible. Comments when stated in a clear, concise and factual manner are very much appreciated.
5. In order to reduce the possibility of any misunderstanding and to facilitate necessary follow-up, the Clerk shall be provided with a written copy of the presentation, which will become part of the official corporate records. If you intend to read from a prepared text, a copy of this text must be filed with the Clerk with your original request to appear for a presentation. If additional information is to be provided at the meeting, 21 copies shall be supplied to the Clerk prior to the meeting start time for circulation.
6. Discussion topics, other than the subject matter of the written request to appear as a presentation, will not be permitted. Further, subsequent presentations on the same topic, without significant new information, will not be permitted.
7. Council may refuse to hear a presentation or part of a presentation, when in the opinion of Council, the subject of the presentation is beyond the jurisdiction of the Township. No person will be permitted to address Council with respect to management disputes, nor will correspondence respecting such disputes be listed on the agenda.
8. Upon completion of his/her remarks, the presenter should remain in position to allow for any questions from Council/Committee members. Council/Committee members may ask questions for clarification purposes. Statements from Council/Committee members or debate on the issue are generally not permitted at this stage. After completion of any questions, the speaker will be asked to be seated. A motion will be considered by Council to receive the presentation as information.
9. Where an application has been made under the Planning Act or any other Act which provides a process for public input, a direct presentation outside that process shall not be permitted to Council.
10. Whenever a presentation, offers comments or statements that are deemed to be inaccurate and unsubstantiated, any Member may be recognized by the Chair on a "Point of Order" whereby the Member or Staff so recognized by the Chair may bring necessary corrections or clarifications to the comments or statements said in the presentation.