



Procedure Bylaw 2017- 20 of the Municipality of Hastings Highlands

Instructions for a Presentation to Council

Pursuant to the Procedure Bylaw of Council, all requests for a Presentation to Council shall be scheduled at each Regular Meeting of Council.

There are Two (2) meetings per month except in the months of January, July, August, September and December there is One (1) Meeting.

PRESENTATIONS ARE LIMITED TO A MAXIMUM OF FIFTEEN (15) MINUTES

Directions on requesting a Presentation

1. Any person desiring to address Council shall complete the Form prescribed for Presentations under Schedule A1, and submit it to the Deputy Clerk of The Municipality no later than Wednesday 7 days prior at Four o'clock (4:00 p.m.) preceding final preparations of the Agenda (2 weeks before the meeting). If an application form is received after the deadline date or if the Agenda is deemed full, the application may be considered at the next scheduled Regular Meeting.
2. Related or background information shall also be provided at the time of submitting the application, and all such material shall be included in Council's package for their review before the Meeting.

At the Meeting

All applications for a Presentation shall be scheduled on the Agenda immediately following Announcements and Community Events. The Chair will invite the individual(s) making the Presentation to the podium to speak on their issue(s). Presentations are limited to Fifteen (15) Minutes, but may be extended at the discretion of the Chair. Following the Presentation, only Members of Council or Staff may ask questions. Upon closure of the discussion, Council shall receive the Presentation for information purposes. If a request for action on the part of Council is made, the matter will be referred to Administration for future report or further advice.

Individuals who submit information to Council should be aware that any personal information contained within their communications may become part of the public record, made available through the Council Agenda process.



PRESENTATION FORM

Date:	Council Meeting Date Requested:	
Applicant Name (and title if applicable)		
Organization Name (if applicable)		
Address:		
Telephone of contact person:		
E-mail address:		
Please Note: All Presentations are limited to fifteen (15) Minutes.		
Subject of Presentation:		
Purpose of Presentation:	<p>Note: If requesting action of Council, you must: Detail all information necessary to inform Members of Council of your request. If necessary, add a separate sheet and attach.</p> <input type="checkbox"/> Information only <input type="checkbox"/> Requesting funding <input type="checkbox"/> Requesting letter of support <input type="checkbox"/> Other (provide details below)	
Name of individual(s) making presentation (max 2)	1. 2.	
Documentation to be provided?	<p>please outline type of information to be forwarded:</p> <input type="checkbox"/> Handouts <input type="checkbox"/> Power-Point presentations <input type="checkbox"/> Publication in the Agenda (1 original or electronic copy) must be provided to the Clerk no later than Wednesday 7 days prior at 4:00 p.m. preceding final preparations of the Agenda (2 weeks < meeting)	
Technical requirement	<input type="checkbox"/> Flipchart <input type="checkbox"/> Projector <input type="checkbox"/> Other (provide details).	
<p>I, _____, the undersigned, understand and agree to the procedures for Presentation as detailed within this Schedule and agree to abide by them.</p> <p>Signature of Applicant: _____ Date: _____</p>		