



Making a Presentation or Deputation to Thunder Bay City Council

City Council welcomes members of the public who want to address Council on matters that concern them. Up to three people can participate in a presentation. Different kinds of presentations have different time limits. The presentation for each request should not exceed the following limits, even if there is more than one presenter on the subject:

Formal recognition of a delegation visiting the City	5 minutes
Announcement of a citywide event sponsored by a community group	5 minutes
Deputation by an individual or community group on a matter of public interest*	10 minutes

* The subject matter of deputations should be discussed with staff *before* you make a presentation to Council.

Procedure:

1. Write a letter to the City Clerk that provides:
 - Your name, address, telephone number, fax number, and e-mail address.
 - The full names of all presenters.
 - Date you wish to make your presentation.
 - A brief statement of the subject matter, including a summary of any discussions with City staff and your reasons for wanting to speak to Council.
 - An outline of the presentation, on a separate sheet of 8½ x 11 paper, typed or clearly written in blue or black ink.
 - Your signature. This must be an original signature, not a photocopy or stamp.
 - If you are requesting funding, financial information or budgets relating to the request.
2. Mail or bring this information to:
Office of the City Clerk
City Hall, 500 Donald Street East, 3rd floor
Thunder Bay, Ontario P7E 5V3
Attention: Mr. John Hannam, City Clerk
3. Your request for presentation must be received by 4:30 p.m., seven days prior to the date of the Council meeting at which you wish to appear (that is, Monday of the week before the meeting).
4. We will send you a letter confirming when you will make the presentation, or asking for additional information. If we do not receive all the information we need, we will not be able to schedule your presentation.
5. If your presentation is confirmed and there is additional information you would like to give Council members after you have submitted the written request, we will need it by 11 a.m. on the Thursday before the meeting date. Please provide an original and 36 copies so that it can be distributed to Council members, staff, and the media.
6. Your information will become a public document and may be posted on the City's website.
7. For further information please contact the Office of the City Clerk at (807) 625-2230.

What to expect when you make your presentation to Thunder Bay City Council

1. When you arrive for the Council meeting, please be seated in the general public seating area. Copies of the agenda are available on the chairs for your review.
2. When you hear your name called by the Clerk, move to the deputation desk to make your presentation.
3. Speak into the microphone at the deputation desk. These microphones are voice-activated, so sit close to the microphone and speak clearly.
4. Start by introducing yourself and your fellow presenters with your full names.
5. Remember that Council already has the information you have submitted in writing, so you do not need to reread that document word for word. Just explain why you are making the presentation and what action you are requesting from Council.
6. After your presentation time is up, stay at the deputation desk in case Council members would like to ask you any questions.
7. Address your answers to the questions to the Committee Chair. Just provide information in answer to any questions; this is not the time to engage in debate with Council members.
8. The Committee Chair will let you know when you should return to your seat in the audience.

