



HOW TO MAKE A PRESENTATION AT A TERRACE CITY COUNCIL MEETING

Before the Meeting:

*The first step to making a presentation to Council is to contact the Executive Assistant. Please let us know what you wish to talk about and approximately how much time you will need. **Delegations are limited to a maximum of 10 minutes to present at a Council meeting.** If you need more time, we can work with you to find other options that may suit your needs.*

The deadline to get on the agenda is noon on the Thursday before the Council meeting. Meetings usually take place on the 2nd and 4th Monday of each Month. To be included on the agenda, please ensure the Executive Assistant has all the materials and a copy of your presentation by this time.

If you are presenting a petition, you must inform the City Clerk of the subject of the petition. The name and residential address of each person who has signed must be included on the petition.

When preparing your presentation please be very clear about what you would like to see happen (i.e. what are you asking the Council to do?).

At the Meeting:

Council meetings are held in Council Chambers at City Hall. These meetings are open to the public and are webcast and shown on the local community television channel, so by presenting you are consenting to being on our webcast and having your information made public. The meetings start at 7:30 p.m. Please plan to arrive a few minutes early. Copies of the agenda cover will be available at the meeting so you can see the order of the presenters. When the Mayor calls your name, please go to the podium to make your presentation. A laptop will be set up with a projector for those requiring the equipment. Council meetings are webcast and the webcam and microphone are set up for that location so it's best if you don't move around the room during your presentation.

Please address Mayor and Council. Don't worry about the audience behind you or turn around to address them. You're there to talk to City Council, not the audience. The Mayor is addressed as either "Mayor Lastname" or "Your Worship" and members of Council may be addressed as "Councillor Lastname". There are name plates to look at if you are not sure of a Councillor's last name. The Clerk will signal you when you have two minutes left to complete your presentation.

After the Presentation:

Following the presentation the Mayor will ask Council members if they have any questions for you. Please remain at the podium until the question portion has ended and the Mayor has thanked you for your presentation. If you are requesting Council decide something, they will do that during the Correspondence part of the meeting.

You are welcome to stay for the entire meeting, leave after your presentation, or leave after Council makes a decision regarding your presentation. Your opportunity to speak is during your presentation.

Tips for Making a Successful Presentation

Introduce yourself and who you are representing if you are part of an organization. For example: "I am Bill Jones, a resident of Smith Street, and owner of Jones Restaurant."

Prepare a good introduction. For example: "My presentation is about litter and vandalism near my business which is a serious concern for me and my customers." Be clear about what it is you would like Council to do.

Give the reasons Council should address your issue, and possible solutions to the problem.

Keep your presentation short and to the point, making sure you have listed the main issues in your presentation in point form. If you submitted a letter to Council to regarding your concern, you do not need to read your presentation or letter to Council out at the meeting. They will have read it already if it was included in the agenda materials.

A good conclusion is essential. What you said last will be remembered best, so focus on the single most important point you want to make. Be prepared to answer questions.

Contact Info:

*Linda Wilson, Executive Assistant
Lwilson@terrace.ca
250.638.4724*

*Alisa Thompson, City Clerk
Athompson@terrace.ca
250.638.4721*