



HOW TO MAKE A PRESENTATION AT A TERRACE CITY COUNCIL MEETING

Council Meeting:

The first step to making a presentation to Council is to fill out the Delegation form, which you can obtain from City Hall or on the City of Terrace website (www.terrace.ca) under the City Hall – Council Agendas and Minutes tab.

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 prior to the Council meeting. Council 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 on or before this time.

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

Council meetings are held in Council Chambers at City Hall. These meetings are open to the public and are webcast on our City website and live streamed on our Facebook page. By presenting, you consent to being on our webcast and having your information made public. The meetings start at 7:30 p.m. so 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. The Mayor is addressed as either "Mayor [Last Name]" or "Your Worship" and members of Council may be addressed as "Councillor [Last Name]". Each Councillor will have a name plate in front of them in the event you do not know their last names. The Clerk will signal you when you have two minutes left to complete your presentation.

After your presentation the Mayor will ask the members of Council 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, this will be addressed during the Correspondence section of the meeting.

You are more than 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. If you leave before a decision is made regarding your presentation, you can phone City Hall to follow up afterwards.

Contact Info:

*Ashley Poole, Executive Assistant
Apoole@terrace.ca
250.638.4724*

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