



HOW TO MAKE A PRESENTATION AT A TERRACE CITY COUNCIL MEETING

Before the Meeting:

The first step to making a presentation is to complete the "Request to Appear as a Delegation" form which can be found on the City of Terrace website (under the City Hall – Council Agendas and Minutes tab), or can be picked up in person at City Hall. This form will be electronically submitted to the Executive Assistant. If you are filling the form out manually, please return it to City Hall attention Executive Assistant.

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 Corporate Officer 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 and virtually via Microsoft Teams. These meetings are open to the public, livestreamed on the City of Terrace Facebook page, and webcast on our website; 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 or dial in a few minutes early. If attending virtually, when the Mayor calls your name, please unmute your microphone to begin your presentation.

Please address Mayor and Council. The Mayor is addressed as either "Mayor Lastname" or "Mr. Mayor" and members of Council may be addressed as "Councillor Lastname". The Corporate Officer 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. If attending virtually, please keep your microphone unmuted 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 portion 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:

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