



## MAKING A PRESENTATION TO COUNCIL

The Executive Assistant prepares the meeting agendas and coordinates public presentations. Call the Executive Assistant at 780-865-6072 or [wanderson@hinton.ca](mailto:wanderson@hinton.ca):

- To register to speak to Council at a Council meeting
- For information on Council meeting procedures
- For dates and times of Council meetings
- Dates and times of council meetings are posted on our website at [www.hinton.ca](http://www.hinton.ca)

Regular Meetings of Council are held on the 1<sup>st</sup> Tuesday of each month and Standing Committee Meetings are held on the 2<sup>nd</sup> and 3<sup>rd</sup> Tuesday of each month (except July and August). All Council meetings are open to the public. Residents are welcome to attend and observe the proceedings.

Council agendas are published to the Town website on the Friday prior to the council meeting.

### OPPORTUNITIES TO SPEAK TO COUNCIL

Presentations may be arranged through the Executive Assistant. To be added as a delegation, you must register in advance (minimum of one week prior) so that you can be sure time is set aside for your presentation on the Council agenda. When you register, you will be asked for your name, address and topic. If you have a written submission you would like Council to read, please provide it to the Executive Assistant by hard copy or email (pdf format) to distribute it in the Council agenda package. We require your submission at least one week prior to the Council meeting. All written presentations will become a matter of public record. Delegations have a 10-minute time limit for their presentations.



### USE OF AUDIO-VISUAL MATERIALS

You are welcome to use audio-visuals as part of your presentation. PowerPoint presentations are permitted and should be emailed to the Executive Assistant one week in advance. If you plan to use photographs, video or other audio-visuals, please let the Executive Assistant know ahead of time.

### MEETING PROCEDURES

The names of registered delegations are stated in the agenda. When it is your turn, the Mayor will call you forward and invite you to sit at the table directly in front of Council. When you have finished your presentation, please remain at the table as Council members may have questions.

### TIPS FOR MAKING YOUR PRESENTATION

- You have a 10-minute time limit – keep it short, simple and to the point. We follow these time limits in order to give everyone a fair opportunity to speak
- Once you are seated at the presentation table, state your name
- Speak directly into the microphone to ensure you are heard
- Address the Mayor as “Mayor” or “Your Worship”
- When responding to questions from Councillors, direct your answers through the Mayor

To register to speak at a Council meeting  
contact: Town of Hinton Executive Assistant  
[wanderson@hinton.ca](mailto:wanderson@hinton.ca)

**Phone:** 780-865-6072 / **Fax:** 780-865-5706