



**SCHEDULE A2  
PRESENTATION APPLICATION FORM**

Date of Request:		Council Meeting Date Requested:	
Applicant Name (and title if applicable)			
Organization Name (if applicable)			
Home Address:			
Telephone of contact person:	Home Phone:	Cell Phone:	
E-mail address:			
<b>Please Note: All Presentations are limited to fifteen (15) minutes</b>			
Subject of Presentation:			
Purpose of Presentation:	<p>Note: If requesting action of Council, you <b>must</b>: Detail all information necessary to inform members of Council of your request. If necessary, add a separate sheet and attach to this Schedule.</p> <p><input type="checkbox"/> Information only  <input type="checkbox"/> Requesting funding  <input type="checkbox"/> Requesting letter of support  <input type="checkbox"/> Other (provide details below)</p>		
Name of individual(s) making presentation	<p>1. 2.</p>		
Will you be providing supporting documentation?	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><b>If yes please complete the following:</b></p> <p><input type="checkbox"/> Handouts at meeting (bring a minimum of 10 copies)  <input type="checkbox"/> Power-Point presentations must be provided to the Clerk no later than Thursday (7 days prior) at 4:00 p.m., preceding final preparations of the Agenda to test for software compatibility and pre-load on the Township's laptop.  <input type="checkbox"/> Publication in the agenda (one original or electronic copy) also due by no later than Thursday (7 days prior) at 4:00 p.m., preceding final preparations of the Agenda</p>		
Technical requirements needed:	<p><input type="checkbox"/> Flip chart,      <input type="checkbox"/> Projector,      <input type="checkbox"/> Other (provide details).</p>		
<p>I, _____, the undersigned, understand and agree to the procedures for Presentation as detailed within this Schedule and agree to abide by them at all time.</p> <p>_____ Date: _____</p> <p align="center">Signature of applicant</p>			



Municipalité de  
**RUSSELL**  
Township

**SCHEDULE A2**

**To the Township of Russell Procedural By-law 2016-020  
Instructions when making a Presentation to Council**

Pursuant to the Procedural By-law of Council, all requests for Presentations to Council shall be scheduled at a Regular Meeting of Council.

Regular meetings of Council shall be held on the First (1<sup>st</sup>) and Third (3<sup>rd</sup>) Mondays of every month, commencing at (6:00 p.m.) with the **exceptions of the month of JANUARY**, where the First (1<sup>st</sup>) regular meeting shall be held on the Second (2<sup>nd</sup>) Monday, the month of **JULY**, when there will be no regular meeting, and the months of August and December where there will be one (1) regular meeting held on the second (2<sup>nd</sup>) Monday of the month.

**PRESENTATIONS ARE LIMITED TO A MAXIMUM OF FIFTEEN (15) MINUTES.**

In the event that such a day falls on a holiday, Council shall meet at the same hour on the next following day, which is not a public or civic holiday, unless otherwise provided by Resolution of Council.

**Directions on making a Presentation request to Council**

1. Any person desiring to address the Council shall complete the Form prescribed for Presentations under Schedule A1, and submit it to the Clerk of The Township of Russell, no later than Thursday (7 days prior) at 4:00 p.m. preceding final preparations of the Agenda. If an application form is received after the deadline date or if the Agenda is deemed full, the application may be considered at the next scheduled Regular meeting.
2. Related or background information shall also be provided at the time of submitting the application, and all such material shall be included in Council's package for their review before the meeting.

**At the Meeting**

All applications for Presentation(s), shall be scheduled as the first item on the Agenda immediately following the adoption of minutes. The Mayor will invite individuals identified as the person(s) making the Presentation to the podium to speak on their issue(s). Presentations are limited to 15 minutes. Following the Presentation, Members of Council may ask questions. Upon closure of the discussion, Council may receive the Presentation for information purposes. If a request for action on the part of Council is made, the matter will be referred to Administration or Committee for future report or further advice.