



**\*Contact Person** (if different from above):

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**\*Mailing Address:**

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<b>*Telephone Number:</b>	
<b>*Email Address:</b>	

**\*Council / Committee of the Whole Date Requested:**

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Council / Committee of the Whole meetings are held on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month and begin at 6:00 PM.

Your delegation **is not confirmed until you are contacted by the Clerk** who will confirm the date and placement on the Council Agenda.

Council / Committee of the Whole meetings are held on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month and begin at 6:00 PM.

**Requirements:**

1. If you will be providing supporting documentation such as a PowerPoint presentation, it must be submitted to the Clerk, no later than 12:00 noon on the Wednesday, prior to the date which the Clerk has advised, on a memory stick or emailed to the Clerk.
2. If your software requirements are not compatible with the Town of Gananoque's software, you will be unable to use an electronic presentation.

**Helpful Suggestions:**

- Arrive 15 minutes in advance of the meeting start time.
- Turn off cell phones.
- Be prepared.
- Speak clearly.
- Keep your presentation brief and to the point (Presentations/Delegations are restricted to ten (10) minutes, exclusive of any comments or questions from the Committee/Council).
- Keep in mind Council has already received your written material.
- Council may have questions or comments at the end of the presentation.
- Provide the Clerk with any relevant notes if they have not been handed out or published with the Agenda.

For further information, please contact Penny Kelly, Clerk at 613-382-2149 Ext. 1120 or via email at [clerk@gananoque.ca](mailto:clerk@gananoque.ca).