



**Guide to
Communicating With
City Council**

***Letters, Public Meetings, Deputations
and Presentations***

February 5, 2007

Prepared by the City Clerk's Office

Circulation List

The Circulation List contains Staff Information Memos, Meeting Agendas for City Advisory and Reference Committees and General Correspondence. The list is a public document that is reviewed by Members of Council at the General Committee meeting. Copies of the circulation list are provided to the media and placed on the City's website. Members of Council may refer any matter on the Circulation List to a department or committee either for information, action or response. The Circulation List is prepared the Thursday prior to each Monday meeting.

The General Correspondence section includes letters and communications from other agencies or organizations as well as residents of the City of Barrie expressing their views or concerns with respect to various issues within the City.

If you would like to provide information to Council, please submit your letter to the City Clerk's Office by the Wednesday at 4:30 p.m., prior to Monday evening's Council meeting. Your submission should indicate that it be placed on the Circulation List and be addressed to the Mayor and Members of Council. If you would like your letter to be circulated to only certain member(s) of Council, please specify. In this case, your letter will only be circulated to the individual member(s) of Council and your letter will not be placed on the circulation list.

When sending correspondence to City Council, please include your complete mailing address, including your postal code and home and business phone numbers so that we may contact you after the meeting to advise you of the outcome. As the circulation list is a public document, if you do not wish your address or telephone number to be published, please advise the City Clerk's Office by speaking with a City Clerk's Assistant at 739-4204. Members of Council will receive your letter as part of the Council package on Thursday.

Note: Letters containing profanity or submitted anonymously will not be circulated.

Submissions may be dropped off at the City Clerk's Office, main floor of City Hall, faxed at (705) 739-4243 or e-mailed at deputations@barrie.ca.

Mail Delivery for Members of Council

The Mayor maintains an office at City Hall. Any correspondence directed to the Mayor is delivered to the Mayor's Office on a daily basis.

Individual Councillors do not have offices in City Hall. Equipment is provided to Councillors to allow them to maintain an office at home. All correspondence directed to individual Councillors and received in the City Clerk's Office by Thursday at 12 noon, is delivered on Thursday evenings to Members of City Council with the City Council Agenda packages. Councillors do not receive daily mail delivery. When a meeting of City Council is held on a Monday evening, any correspondence received between after 12 noon on Thursday and Monday at 3 p.m. will be provided to the Councillor at the City Council meeting.

Note: Letters containing profanity or submitted anonymously will not be circulated.

Submissions may be dropped off at the City Clerk's Office, main floor of City Hall, faxed at (705) 739-4243 or e-mailed at deputations@barrie.ca.

Public Meetings

Introduction

General Committee acts in place of Council to conduct public meetings concerning Planning Act applications and other matters. Public Meetings are held to allow an applicant the opportunity to provide details regarding the proposed application and provide the public with an opportunity to present their comments regarding the proposal. Public Meetings are also to give property owners/residents the opportunity to voice their comments or concerns regarding an application for an amendment to the Official Plan, the Zoning By-law or a Plan of Subdivision. Public meetings are held during regular General Committee meetings, on Monday evenings at approximately 8:00 p.m.

It is important to note that under the Planning Act, if you do not express your views at a Public Meeting or in writing to the City Clerk's Office before Council makes a decision regarding the application, the Ontario Municipal Board (OMB) may refuse your request for referral or dismiss all or part of your appeal without holding a hearing.

At the meeting

It is not necessary for you to register with the City Clerk's Office prior to the meeting if you wish to speak at the meeting. You must however, complete the prescribed form, in full, and submit it to the Clerk at the meeting. Completing the form ensures that the City Clerk's Office is able to accurately record your name and address in the minutes. If a group of individuals wish to address Council, the group should designate one individual as the spokesperson. If a group of citizens wish to speak on the same issue, as is sometimes the case, it is recommended that the individual avoid repeating what has already been said and provide new information only. If you prefer not to address General Committee, your comments can be submitted in writing and will be placed on the public record as part of the circulation list for members of Council's and City staff's consideration.

Please note that attendance and participation in a public meeting is a matter of public record. Information recorded at a public meeting is available through a general inquiry including the participant's names and contact information.

Public Meeting Procedure

- The Mayor will announce the matter to be heard.
- The applicant or his/her representative will give a brief presentation on the application describing the proposal and explaining the rationale.
- The Mayor will invite members of the audience to approach a microphone and provide their comments. You will be requested to provide your name and address for the record.
- The public may address any questions they have to the applicant and/or his/her agent to request clarification.
- Once all the public input has been received, the Mayor announces that the public meeting is complete.

The purpose of the Public Meeting is to allow the applicant to present their proposal and for an opportunity for the public to provide their comments regarding the application.

Once the meeting is concluded all of the correspondence (both written and verbal) will be provided to staff in the appropriate department for the preparation of a subsequent report to General Committee.

All meetings are open to the public and the media, and as such, your comments may be reported in the newspaper or on the radio or television.

If you would like to be notified of future meetings on the application, a form is located at the back of the Council Chambers. You will be notified by telephone only, the Friday or Monday before the matter is to be heard by General Committee.

Decisions regarding the application are not made on the date of the public meeting. It may be several weeks before the staff report is presented to General Committee.

After the Meeting

Staff prepare a staff report to be brought forward to a future General Committee meeting. The report will include a summary of the comments submitted and/or presented by the public at the public meeting as well as staff's recommendation for approval or denial of the application in question. If you placed your name on the list to be notified, you will be telephoned the Friday or Monday before the meeting to advise that the matter will be considered by General Committee. At the General Committee meeting, members will discuss the application and make their recommendation to City Council. The recommendation will be considered the following week by Council. If you are in opposition to the General Committee's recommendation you may request an opportunity to make a deputation at the Council meeting or provide comments in writing to the City Clerk's Office. (Refer to the information regarding deputations).

The City of Barrie's agendas and minutes are posted on the City's website at www.barrie.ca, the Friday morning prior to the meeting.

To inquire about meeting dates and times, or to obtain any other assistance or guidance, please contact the City Clerk's Office at (705) 739-4204.

REQUEST TO SPEAK AT A PUBLIC MEETING

*****PLEASE SUBMIT THIS FORM TO THE CLERK PRIOR TO SPEAKING*****

PLEASE PRINT

PUBLIC MEETING DATE:		
FILE NUMBER:		
SUBJECT:		
NAME:		
ADDRESS:		
<i>Street Address</i>		
<i>City</i>		<i>Postal Code</i>
PHONE:	HOME:	BUSINESS:
FAX NO.:		E-MAIL ADDRESS:
NAME OF GROUP OR PERSON(S) BEING REPRESENTED (if applicable):		
DO YOU WISH TO BE NOTIFIED OF FUTURE MEETINGS REGARDING THIS APPLICATION?		
<input type="checkbox"/> YES <input type="checkbox"/> NO		

Personal information on this form is collected under the legal authority of the Municipal Act, as amended. The information is collected and maintained for the purpose of creating a record that is available to the general public pursuant to Section 27 of the Municipal Freedom of Information and Protection of Privacy Act. Questions about this collection should be directed to the City Clerk, City of Barrie, 70 Collier Street, P.O. Box 400, Barrie, L4M 4T5, Telephone 705 739-4204.

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www.barrie.ca

Deputations

Introduction

Barrie City Council is the policy-forming and decision making body of the City of Barrie which is elected for a four-year term. City Council is comprised of the Mayor and 10 Councillors, representing 10 wards. Council meetings are held every Monday evening at 7:00 p.m.

Barrie City Council has one standing committee, General Committee. General Committee is composed of all members of Council. The procedure followed by General Committee is somewhat less formal than that of Council meetings. This is designed to allow a more open and full discussion. At General Committee it is not required to have motions moved and seconded in writing. The Mayor presides as Chair. General Committee acts in place of Council to conduct public meetings concerning Planning Act applications and other matters. General Committee meetings commence at 8:00 p.m. every Monday, excluding Kiwanis Civic Night (last Monday in January), March Break (second Monday in March), Council recess (month of July), AMO Conference (held in August), and Statutory Holidays. General Committee reports to Council. The recommendations dealt with at General Committee are considered by Council the following week.

Both City Council and General Committee meetings are televised on Rogers Cable 10.

General Committee duties include studying and reporting to Council on all matters brought to it by the Reference Committees which are: Community Services Committee, Corporate Services Committee and Development Services Committee. Members of City Council are appointed to the Reference Committees. A Reference Committee considers and reports on all matters referred to it by the Council, listed on its pending list and items brought forward from of an Advisory Committee that reports to it. Barrie City Council has established a number of advisory committees to ensure opportunities for public input into community decision-making. The majority of Advisory Committees report to a Reference Committee of Council and meet on a monthly basis, or at the call of the Chair.

How to Request a Deputation before City Council

Deputations are heard at City Council meetings. You must be in opposition to a motion made at the previous General Committee meeting in order to be heard by Council. Deputations are not permitted at General Committee.

A request to appear as a deputation should be made in writing and should be received by the City Clerk's Office on the Wednesday no later than 12:00 noon (according to Procedural By-law) prior to the Council meeting so that you are listed on the agenda. Your submission should be addressed to the Mayor and Members of Council and must describe the nature of your opposition as concisely as possible. It is important to indicate that you wish to make a deputation to City Council in opposition to the matter. If you do not, your letter will be placed on the circulation list for Council's information. Please include your complete mailing address, including your postal code and home and business phone numbers. You may complete the form attached to this package or submit a letter containing the pertinent details. Your request may be dropped off at the City Clerk's Office, main floor of City Hall, 70 Collier Street, faxed at (705) 739-4243 or e-mailed at deputations@barrie.ca.

In the event of a deputation request received after the Council agenda has been prepared and published, or an emergency, an individual may still request to appear before Council. The Clerk will then notify the Mayor and the Mayor will call for a vote of Council at the meeting to allow the person to speak. Upon a majority vote in the affirmative, the person will be permitted to address Council.

If you prefer not to make a deputation, your comments can be submitted in writing and will be placed on the circulation list for members of Council's consideration. (Refer to the Guide to Corresponding with Council for information on the circulation list.)

Before the Meeting

Do you have written material?

This material should be made available to the City Clerk's Office in advance of the meeting so that Council and staff are aware of your concerns. Your submission should be delivered/faxed or e-mailed to the City Clerk's Office by the Wednesday prior to the meeting or if this is not possible, by noon on the Monday of the meeting

Do you have audio-visual or technical requirements?

Anyone wishing to conduct a presentation must provide an electronic version of their presentation, preferably in Microsoft PowerPoint, at least 48 hours in advance of the meeting otherwise you will NOT be permitted to make a PowerPoint presentation. The Council Chambers is equipped with computer equipment for deputations/presentations. Please contact the City Clerk's Office at (705) 739-4220 ext. 4420 by the Friday prior to the meeting to discuss arrangements.

At the Meeting

Deputations are heard at the beginning of each Council meeting. Each deputation is limited to 10 minutes. Your comments should be confined to the stated business. Please direct your presentation to the Chair. Following your presentation, you may be required to answer questions from the Councillors and in some instances, from City Staff. Questions are limited to requests for clarification on points made during the deputation or for obtaining additional information. Councillors will then discuss your request and make their decision later in the meeting.

If a group of individuals wishes to address Council, the group should designate one individual as the spokesperson. If a group of citizens wish to speak on the same issue, as is sometimes the case, it is recommended that they avoid repeating what has already been said and provide new information only.

You must also be aware that all meetings are open to the public and the media, and as such your comments may be reported in the newspaper or on the radio or television. In some cases General Committee and Council deal with a variety of issues that may be confidential and in this event, the media and other citizens would be asked to leave the Council Chambers.

After the Meeting

You will be notified in writing by the City Clerk's Office of the outcome of the issue.

The City of Barrie's agendas and minutes are posted on the City's website at www.barrie.ca, the Friday morning prior to the meeting.

To inquire about meeting dates and times, or to obtain any other assistance or guidance, please contact the City Clerk's Office at (705) 739-4204.

DEPUTATION REQUEST

Requests for deputation, any written submissions and background information for consideration by Council must be submitted to the City Clerk's Office by 12:00 p.m. on the **WEDNESDAY PRIOR TO THE REQUESTED MEETING.**

PLEASE PRINT

COUNCIL MEETING DATE:		
GENERAL COMMITTEE MOTION NUMBER:		
SUBJECT:		
NAME OF PERSON TO APPEAR:		
ADDRESS:		
<i>Street Address</i>		
<i>City</i>		<i>Postal Code</i>
PHONE:	HOME:	BUSINESS:
NAME OF PERSON REQUESTING APPEARANCE (if different from person appearing):		
PHONE:	HOME:	BUSINESS:
NAME OF GROUP OR PERSON(S) BEING REPRESENTED (if applicable):		
BRIEF STATEMENT OF PURPOSE OF DEPUTATION:		
LETTER SUBMITTED WITH REQUEST:		
YES	NO	

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PRESENTATIONS

Presentations may occur at either a Council meeting or General Committee meeting, depending on the subject matter.

How to Request a Presentation before City Council

A person may appear before Council for the purpose of presenting or receiving a gift or recognition. A request must be made in writing to the City Clerk's Office describing the nature and purpose of the presentation. Staff from the City Clerk's Office will contact the representative to advise whether or not your request has been granted and if affirmative, a date and time will be scheduled. In order to ensure a mutually convenient date for the presentation, it is advisable to provide your request to the City Clerk's Office as soon as possible. Your submission should be addressed to the Mayor and Members of Council and must describe the nature of your presentation as clearly as possible. Please include your complete mailing address, including your postal code and home and business phone numbers. Please complete the form attached to this package or submit a letter containing the pertinent details. Your request may be dropped off at the City Clerk's Office, main floor of City Hall, faxed at (705) 739-4243 or e-mailed at deputations@barrie.ca.

How to Request a Presentation before General Committee

A person may appear before General Committee for the purpose of making a presentation to provide Members of General Committee with general information on a certain topic. In this case, a request must be made in writing and will be placed on the Circulation List for Members of Council's consideration. A motion must be made by General Committee and ratified by Council in order for the presentation to be heard. As this process could take approximately 2-3 weeks, it is recommended that your request be submitted as soon as possible in order to accommodate a mutually convenient date for the presentation. Your request should be in writing and should be received by the City Clerk by Wednesday at 4:30 p.m., on the week prior to the meeting. Your submission should be addressed to the Mayor and Members of Council and must describe the nature of your presentation as clearly as possible. Please include your complete mailing address, including your postal code and home and business phone numbers. Please complete the form attached to this package or submit a letter containing the pertinent details. Your request can be dropped off at the City Clerk's Office, main floor of City Hall, faxed at (705) 739-4243 or e-mailed at deputations@barrie.ca.

Before the Meeting

Do you have written material?

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At the meeting

Presentations are heard at the beginning of each Council meeting. Each presentation is limited to 10 minutes. Please direct your presentation to the Chair. Following your presentation, you may be required to answer questions from the Councillors and in some instances, from City Staff. Questions are limited to requests for clarification on points made or for obtaining additional information.

You must also be aware that all meetings are open to the public and the media, and as such, your comments may be reported in the newspaper or on the radio or television.

After the Meeting

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PRESENTATION REQUEST

PLEASE PRINT

SUBJECT:		
PREFERRED DATE:	ALTERNATE DATE:	
NAME:		
ADDRESS:		
<i>Street Address</i>		
<i>City</i>		<i>Postal Code</i>
PHONE:	HOME:	BUSINESS:
FAX NO.:	E-MAIL ADDRESS:	
NAME OF GROUP OR PERSON(S) BEING REPRESENTED (if applicable), INCLUDING THE PERSON(S) WHO WILL BE SPEAKING AND/OR PRESENT AT THE MEETING:		
BRIEF STATEMENT OF PURPOSE OF PRESENTATION:		
DO YOU REQUIRE AUDIO-VISUAL EQUIPMENT? <input type="checkbox"/> YES <input type="checkbox"/> NO <i>If yes, please contact the City Clerk's Office to make arrangements.</i>		
WHAT FORMAT? i.e. Power Point, Overhead slides etc.		
Power Point <input type="checkbox"/>	TV/VCR <input type="checkbox"/>	Audio <input type="checkbox"/> Windows Media Player <input type="checkbox"/> Version #

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