



TOWN OF INNISFIL
APPROVED PETITION FORM

This form must be completed, signed and submitted to the Town of Innisfil Clerk's Office no later than 12:00 p.m. the Friday before a regular Council meeting. Presentation of a Petition to Council *may be* provided up to (10) ten minutes speaking time in accordance with the Town's Procedural By-law, Section 39.

Meeting Date: _____

Petition Title to appear on Meeting Agenda:

Petition Organizer: _____

Are you representing a Group? Yes No

Will the Organizer or other Group members be attending the meeting? Yes No

Please describe the purpose of the Petition:

Do you wish to provide a proposed solution?

Have you consulted with staff on this issue(s) previously? Yes No

If you answered "yes", provide name(s) of staff: _____

Have you appeared before Council on this issue(s) before? Yes No

Date Submitted: _____

Petition Organizer Contact Information (The Town of Innisfil will contact only this person to represent all signatories):

Name: _____ **Email:** _____

Address: _____

Contact Phone Number: Daytime: _____ Evening: _____

Do you have any special requirements when presenting? _____

Additional documentation/correspondence attached? Yes No

Will a PowerPoint presentation be used? Yes No

In signing and submitting this form, I am acknowledging that any information appearing on the first page of this form and petition signature pages may appear on a meeting agenda.

Signature of Petition Organizer: (digital accepted) _____

Note: Any meeting presentation material must be submitted to Clerk Services at least 24 hours before the meeting start time to be reviewed by staff.

Please remit this form to Clerk Services, by email, fax or hand delivery. Once the form/material is received, Clerk Services will contact you to confirm your placement on the agenda. Thank you.

Town of Innisfil - 2101 Innisfil Beach Road, Innisfil, ON L9S 1A1

EMAIL: clerksoffice@innisfil.ca / PHONE: 705-436-3710 FAX: 705-436-7120

Disclaimer: Please note that submission of this form does not guarantee the approval of your request. In addition, all information submitted will be considered to be public information and therefore subject to full disclosure, under the Municipal Freedom of Information and Protection of Privacy Act. Personal information collected on this form is authorized under the Town's Procedural By-law 077-11, Section 103 and will be used to contact individuals and/or organizations requesting to appear before Council. The name(s) of the delegate(s) will be published as part of the meeting agenda which is also posted on the Town's website.

Procedural By-law 014-22

Petition means a document requesting Council's consideration of a matter.

42. Petitions

- 42.1 Each presentation of a Petition may be provided up to ten (10) minutes speaking time, however, the requested time does not guarantee actual speaking time. Placement on an agenda and permitted speaking time shall be determined by the Clerk, subject to the volume of material on a given Regular Agenda. Clerks Services shall confirm the allotted speaking time to the Presenter(s) of a Petition in advance of the meeting. The Mayor or Chairperson has discretion to provide latitude under this section. The subject matter of a Petition need not relate to a matter on the Agenda.
- 42.2 Presenters of Petitions shall apply on the form prescribed by the Clerk no later than 12:00 p.m. (noon) on the Friday prior to a Regular Meeting. A request does not guarantee placement on an agenda.
- 42.3 Timing for submission of a Petition to a Committee, shall be at the discretion of the Chair of the respective Committee.
- 42.4 Any material(s) that the Petitioner wishes to use or have distributed to Council during their Delegation at Regular Council Meeting or Advisory or Ad Hoc Committee Meeting must be provided to Clerk Services 48 hours in advance of the Meeting, including any power point or other type of presentation.
- 42.5 Presenters of a Petition may be made by electronic participation. In the event of any type of connection/service disruption, the Chair may recess the meeting to allow for attempts to reconnect. After 10 minutes of a connection/service disruption, the meeting shall resume, and no more efforts shall be taken to reconnect. The meeting minutes will reflect by notation that due to technical difficulties the presentation of the Petition was interrupted. The Presentation of the Petition may be rescheduled to the next available Council meeting or Council may receive the information as presented or refer the information to Staff.
- 42.6 Motions to receive a Petition, refer the matter to Town Staff for consideration, or direct Town Staff to report back to Council, are proper during this part of the Agenda without prior notice. Any other motion related to a Petition shall be moved during the Notice of Motion part of the Agenda.
- 42.7 The Clerk may refuse to schedule a Petition presentation and not place a Petition on the Council Agenda where the subject matter:
- a) involves current or pending litigation
 - b) Involves insurance claims;
 - c) Involves administrative complaints that have not been reported and investigated through the Customer Service process;

- d) Is beyond the jurisdiction of Council; or
- e) Is contrary to *MFIPPA*.

- 42.8 Petitions must include at least ten (10) signatures. Signatories to a Petition are deemed to have waived any expectation of privacy as a result of the record being created for review by the general public.
- 42.9 Petitions shall contain the printed name, signature, address and phone number of the individuals signing it. Signatures without contact information shall be redacted by the individual or group submitting the Petition.
- 42.10 Petitions containing only original signatures will be accepted and may be submitted electronically.
- 42.11 After a petition has been presented to Council, all follow-up by Town Staff will be provided to the person who made the initial submission, and it is the responsibility of that person to contact or update any of the persons who signed the initial petition.

Power Point Presentation Accessibility Guidelines

Dignity, Independence, Integration and Equal Opportunity

This is a simple guide to making presentations at the Town of Innisfil. In an attempt to create presentations that are easily read and understood, a few recommendations and guidelines have been drafted. These guidelines are put in place to assure that a presentation created has the ability to go in front of counsel and be able to be understood by both the counsel and members of the community.

“Accessible” means capable of being entered or reached, approachable; easy to get at; capable of being influenced; obtainable; easy to understand or appreciate. TOI Accessible CS Policy

Use clear and plain language, make your point and don't dilute it with lengthy instructions or industry jargon. Simpler is often better, when writing a presentation keep it clean and easy to understand. Use large fonts, easy to read colour combinations and don't clutter slides with too much information. If you have information that won't fit on one slide, review to see if any can be cut. If not, then simply add another slide. Be consistent with punctuation. If you use periods at the end of a point, all points should have periods.

Font

- Minimum 20 Arial or a similar Sans Serif font
- Use easy to read font colours e.g. avoid x on y.
- Use consistent font size

Colour

- Colour can be a powerful tool for presenting information. It conveys meaning and influences attitudes. The colours you choose and the way you use them together can have a strong impact on your audience, ensuring the success of your presentation.
- Certain colour combinations provide high contrast for ease of reading. For example, the following combinations of text colour on background colour work well: green on purple, white on black, violet on yellow, blue-green on red.
- Be aware of people with colour blindness or low vision by avoiding the following:
 - Red and green together.
 - Blue and yellow together.
 - Blue background with white or yellow text.

It is good to keep in mind that that the AODA has four principals of the Accessibility legislation that must be respected and followed. In your presentation please be aware of how you present and what the presentation looks like.

Speak loudly, clearly and at a respectable pace for those who are hard of hearing. Also providing transcribed notes of your presentation will help some with vision problems as well as learning disabilities.

Keeping in mind that different people have different needs is a key aspect of creating a well received presentation.