

Arrange the presentation to your local municipal council

A central letter has gone out to all municipal councils from the provincial campaign requesting that they designate March as Community Social Services Awareness Month. The letter includes a model resolution that councils are asked to pass. In order to have March designated, you should follow-up on the letter.

Some councils do not do proclamations or designate months or days. However, they may take other actions, such as making awareness statements. If you know a local councillor you might want to call or meet with her/him and discuss how best to get council's support. You can also consider getting on council's agenda to make a presentation using the materials provided, including draft speaking notes and a questionnaire for councillors and others.

1. Research when your municipal council meetings are scheduled.

Municipal councils have regularly scheduled meetings at which they hear delegations from the community. Call your local municipal hall to confirm meeting times and to find out how to get on the agenda, or look for this information on your municipality's website.

2. Make your request to get on the agenda.

Many councils ask that you make a written request to schedule your presentation. Sometimes you can fill out an online form. You will need to link the delegation request to the work of your local council. Some of the points you may want to make are:

- Your presentation is about important services in the community.
- You are looking for council support to build awareness in the community.
- Many of the issues – such as housing, social services, crime and violence – that council deals with are affected by community social services.

3. Follow up to confirm your presentation time and process for material distribution.

Follow up on your request with a phone call to make sure your municipal council received the request, and find out when your delegation will get on the agenda. Most councils have a procedure to follow if you want to distribute material. In the case of Community Social Services Awareness Month – you will be distributing a draft resolution and a questionnaire for council members (provided with other campaign material). Council staff may request these materials in advance for distribution at the meeting.

4. Other resources

You or others who are organizing the presentation may know someone on council or someone who works for the municipality. You might want to talk to them to get their views on how to make the most successful presentation. Or, attend or watch a local cable broadcast of a council meeting to get a sense of the process, beforehand.



CommunitySocialServicesMatter.ca