

## Public Consultation

**2-22 rue Sainte-Catherine**

### **Submission of Memorandums**

Individuals and organizations wishing to do so may submit memorandums to the commission. Authors of such memorandums will be invited to give a short oral presentation during the hearing. However, at the author's discretion, memorandums may be submitted without an oral presentation.

A memorandum is a document that serves to express opinions or concerns pertaining to a particular issue, and to develop and clarify arguments to support them.

A memorandum usually contains the following:

- The project's title;
- A short introduction of the individual or group presenting the memorandum;
- A brief explanation of the proponent's interest in the project;
- Opinions on the project as a whole;
- Concerns pertaining to the project;
- Suggestions and comments that might serve to enhance the project.

Memorandums are made public at the time of the second part of the consultation, and are posted on the OCPM's Web site.

A memorandum must include the name of the person and, where applicable, the organization, submitting it.

To prevent dissemination of personal or confidential information (such as postal and e-mail addresses and telephone numbers), any individual or organization submitting a memorandum should place such information on a **separate sheet** appended to the document. If the memorandum includes any copyrighted texts, such as newspaper or magazine articles, permission for their reproduction should also be enclosed.

No memorandum difficult to reproduce or containing personal information or copyrighted documents not accompanied by permission for their reproduction may be posted on the OCPM Web site. All memorandums will, however, be considered by commission members. These provisions apply to both printed and electronic documents.

Memorandums must be written in a manner respectful of other participants, and may not contain passages that could damage an individual's reputation, honour or dignity.

We recommend that lengthy memorandums be accompanied by an executive abstract of no more than one page.

Individuals and organizations wishing to be heard with respect to the proposed by-laws or to submit a memorandum are invited to complete the form on the back of this sheet, and to register. Memorandums must be submitted, in eight printed copies, no later than **June 4<sup>th</sup>, 2009, 4 p.m.** to the Office de consultation publique de Montréal (OCPM), at the following address:

Mr Gilles Vézina  
Office de consultation publique de Montréal  
1550 Metcalfe Street  
Suite 1414  
Montréal (Québec) H3A 1X6

An electronic copy of the document must also be sent to [gvezina.p@ville.montreal.qc.ca](mailto:gvezina.p@ville.montreal.qc.ca). The electronic version must consist of a single file (Word, WordPerfect or PDF) containing the entire memorandum. To ensure proper identification, the e-mail header should include the subject and number of pages of the attached memorandum.

For further information: 514 872-8510  
E-mail : [gvezina.p@ville.montreal.qc.ca](mailto:gvezina.p@ville.montreal.qc.ca)

## Submitting a Memorandum

**2-22 rue Ste-Catherine**

***Type of submission***

- A) Submission only (no presentation)
- B) Submission and oral presentation

***Information pertaining to the individual or organization submitting the memorandum***

I am submitting a memorandum:

- In my own name OR  On behalf of an organization

Name	Organization name
Complete address	Organization representative
Address (continued)	Complete address
Telephone number(s)	Address (continued)
E-mail address	Telephone number(s)
	E-mail address

***Information pertaining to the memorandum***

- Executive summary accompanying the memorandum (one page maximum)
- Number of pages in the memorandum: \_\_\_\_\_
- Submitted in 8 printed copies
- Permission for use from copyright holder
- Electronic file                      File format:
  - Word
  - Word Perfect
  - PDF
  - RTF
  - Other \_\_\_\_\_

I certify that the memorandum submitted herewith contains no personal or confidential information or information protected by copyright, or, if it does, that such information has been removed from its printed and electronic copies. I understand that no memorandum containing such information may be disseminated by the Office de consultation publique de Montréal.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print name

Signed at Montréal (date) \_\_\_\_\_