

# **Public Consultation**

### Project of a ring road and north-south roads in Mount Royal Historic and Natural District

## **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 <u>public</u> 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 <u>personal or confidential information</u> (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 OPCM 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 <u>respectful</u> 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 <u>executive abstract</u> of no more than one page.

### Project of a ring road and north-south roads in Mount Royal Historic and Natural District

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 <u>eight</u> printed copies, no later than <u>June 17th, 2008, 4 p.m.</u> to the Office de consultation publique de Montréal (OCPM), at the following address:

Mr Éric Major 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 <u>xmajoer@ville.montreal.qc.ca</u>. 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.



# Submitting a Memorandum

Project of a ring road and north-south roads in Mount Royal Historic and Natural District

Туре	of submission				
A) Su	bmission only (no presentation)				
B) Submission and oral presentation					
Inform	nation pertaining to the individu	al or organization s	submitting	g the memorandum	
l am s	ubmitting a memorandum:				
□ In my own name <u>OR</u>			☐ 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	
Inform	nation pertaining to the memora	ndum			
	Executive summary accompanyi Number of pages in the memora Submitted in 8 printed copies Permission for use from copyrigh Electronic file	ndum:	n (one pag	ge maximum) Word Word Perfect PDF RTF Other	
L certi	fy that the memorandum submitt	ed herewith contair	s no ner	sonal or confidential information or information	

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) \_\_\_\_