

## Public Consultation on the development of the CN site in Pointe-St-Charles

### Submission of Memorandums

Individuals and organizations wishing to do so may submit memorandums to the commission.

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:

- A short introduction of the individual or group presenting the memorandum;
- Opinions on the project as a whole;
- Concerns pertaining to the project;
- Suggestions and comments that might serve to enhance the project.

Memorandums 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 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 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 submit a memorandum are invited to complete the form. Memorandums must be submitted, in **three** printed copies, no later than **February 6th, 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

### Public Consultation on the development of the CN site in Pointe-St-Charles

***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***

- Number of pages in the memorandum: \_\_\_\_\_
- Submitted in 3 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 Montreal (date) \_\_\_\_\_