**Preferred Meeting:** [ ]  Council[ ]  Committee **Meeting Date:**

**I am requesting to provide a presentation:**

1. [ ]  on my own behalf; or b) [ ]  on behalf of a group/organization/association,

if b) please state name of group/organization/association below:

**I would like to use:** **[ ]** projector [ ]  laptop

**Name(s) of Presenter(s):** Presenters wishing to appear before Council/Committee shall be given a total presentation time of not more than ten (10) minutes.

**Subject of Presentation:** Public presentations are intended **only** to be informative, seeking to provide new information to Council or Committee of the Whole. Please note, all written materials to be included in your presentation, either physical or using an electronic drive, must be delivered to the Clerk’s Office in accordance with the guidelines for Public Presentations outlined in the Township’s Procedural By-law.

**Reason why this presentation is important to Council and to the municipality:**

**Date of Request to Present:**

**Signature(s) of Presenter(s):**

**Address:**  **Phone Number:**

**Email:**

**Note:** Additional material may be circulated/presented at the time of the presentation. Scheduling will be at the discretion of the Clerk and will be confirmed. There are no guarantees that by requesting a certain date(s) your delegation will be accepted, as prior commitments may make it necessary to schedule an alternate date suggested by the Clerk.

Personal information on this form is collected under the legal authority of the Municipal Act, S.O. 2001, c.25 as amended. The information is collected and maintained for the purpose of creating a record that is available to the general public pursuant to Section 27 of the Municipal Freedom of Information and Protection of Privacy Act. Questions about this collection should be directed to the Clerk’s Office.

***Alternate formats of this form are available upon request***

**Excerpt from By-law No. 40/2021, a By-law to provide rules governing the order and proceedings of Council and Committees of Council of the Corporation of the Township of Guelph/Eramosa and for the conduct of its Members**

**Section 6.07 Presentations/Announcements**

1. Public Presentations
2. A request from an outside organization or individual to make a presentation to Council or committee shall only appear on an agenda upon approval of the Chair and CAO.
3. A request from a charitable or benevolent organizations to make a presentation to Council and to request a donation in-kind or otherwise shall only appear on an agenda upon approval of the Chair and CAO.
4. Public presentations are for information only and the purpose of the presentation must be to provide new or relevant information to Council or Committee of the Whole.
5. A request from an outside organization or individual to make a presentation to Council or Committee shall be limited to a maximum of 10 minutes. The consent of Council or Committee of the Whole is required to extend a presentation beyond 10 minutes.
6. Presentations by an outside organization or individual shall not be permitted for the sole purpose of generating publicity or promotion.
7. Outside organizations or individuals shall provide the Clerk with written material for inclusion on the agenda by the agenda publication deadline.
8. Presentations by an outside organization or individuals shall not be added to an agenda as an addendum.

**A copy of By-law 40/2021 is available in its entirety on the Township website at** [**www.get.on.ca**](http://www.get.on.ca)

Questions related to public presentations should be directed to:

**Township of Guelph/Eramosa Clerk’s Department**

8348 Wellington Road 124

P.O. Box 700

Rockwood, ON N0B 2K0

Email: clerks@get.on.ca