



Request for Electronic Deputation/Presentation Form

Important: Participants must have a ZOOM account in order to participate via video in electronic meeting(s).

Any written or electronic submissions and background information for consideration by Council/DS Committee must be submitted in Microsoft PowerPoint /Microsoft Word format to the Clerk by 9:00 a.m. 7 calendar days prior to the preferred meeting.

I am requesting electronic deputation/presentation at _____ Meeting regarding the agenda item_____.

- on my own behalf;
- on behalf of an applicant; or
- on behalf of a group/organization; please state name below. By stating the application number, applicant name or group/organization named below, you confirm that you are duly authorized to act on behalf of the identified applicant or group/ organization and that the applicant or group/organization hereby gives its approval for you to act on this matter.

I will connect by Computer or Telephone only (if telephone, attendee must call from same phone number as registered on form). Please note: Depending on volume of speakers, telephone number may be visible to public; however, every effort will be made to change prior to being promoted to panelist. No blocked telephone numbers will be permitted.

I will be providing a: PowerPoint Presentation Written Presentation

To reduce strain on the technology and keep meetings-hearings streamlined, the Township requests that at this time only one (1) representative of the owner/applicant participate per application as the spokesperson for the application or deputation item. Deputations/presentations will be provided ten (10) minutes to present.

Have you presented a deputation/presentation previously on this matter? Yes No

Subject of Deputation/Presentation Please describe below, the subject matter of the requested deputation/presentation in sufficient detail, to provide the Township a means to determine its content and to assess its relative priority to other requests for presentation. Weight will be given to those requests that provide more detailed descriptions of the content of the presentation, particularly defining how the subject matter aligns with Council's Mandate.

Please identify the type of action you are seeking of Council/Committee on this issue.

- No Action, e.g., an awareness of topic or organization.
 - To Request Action. Please describe in detail.
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If you are requesting action, have you been in contact with a staff member to seek a resolution with regard to this matter? Yes No

If yes, who were you in contact with? _____

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

***Date of Request:** _____

***Name of Requestor:** _____

***Address:** _____

***Telephone:** _____ **Fax:** _____

***Email:** _____

Note: All materials must be provided at the time specified above, no additional material will be added to the meeting. Please email your request to deputation@oro-medonte.ca It is the responsibility of the participant to ensure that they have received consent for any third party information.

Scheduling will be at the discretion of the Clerk, and will be confirmed no later than Friday of the week prior to the meeting. There are no guarantees that by requesting a certain date(s) your deputation/presentation will be accepted, as prior commitments may make it necessary to schedule an alternate date suggested by the Clerk.

Upon approval the Clerk/Clerk designate will provide a ZOOM link or virtual telephone extension number, permitting the presenter electronic access to the meeting. For further instruction please refer to [Protocols for Public Participation Council and DS Meetings](#).

The Clerk's Office will confirm receipt of the request, however if you do not receive a return email, please contact the Clerk's Office 5 days after the request is submitted.

Section 14.8 a-t) of the Procedural by-law as amended by By-law 2020-009 shall be adhered to.

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, The Corporation of the Township of Oro-Medonte, 148 Line 7 South, Oro-Medonte, Ontario, L0L 2E0.

Presentation Format Guidelines

In order to ensure any presentations are visible on the Township's technology, please:

- Use a PowerPoint with a 16:9 ratio (widescreen);
- Use PowerPoint, not a PDF format whenever possible;
- If you must use PDF format, please make sure the original document is in a landscape orientation and all text is large enough to be legible when the page is viewed in full screen.