



Delegation Request Form

Legislative Services
www.forterie.ca

Contact Information				
Name of Delegate:				
Organization (if applicable):				
Job Title (if applicable):			Address:	
Email Address:			Telephone:	
Delegation Information <i>(The deadline for registration is 12:00 p.m. (noon) on the Friday before the meeting)</i>				
Council Meeting Date:				
Subject of Delegation:				
Have you spoken on this topic at Council before? Yes				
Key Points of the Presentation (if you have spoken at Council before, please indicate new points):				
Format of Presentation:	Adobe Reader	PowerPoint Presentation	Microsoft Word	Slide Show
	YouTube Video	Website URL	Digital Video	Handout
<p>Please note:</p> <ul style="list-style-type: none"> The Town will supply the necessary equipment for the presentation. The Town will not support any equipment that is not owned by the Town due to compatibility reasons. The Town supplies the following equipment: Audio output, Laptop Computer, Projector Screen, Video output. Digital Presentations will be posted on the Town's website. If you have questions in regards to equipment requirements (software etc.), please the contact the Town at 905-871-1600 and request to speak with the Digital Services department. 				
<p>By submitting this form, you acknowledge that you have read and understand the Rules of Procedure Excerpt for Delegations to Council, and acknowledge that electronic presentations and/or speaking notes must be e-mailed to dkelley@forterie.ca no later than 1 (one) business day prior to the scheduled Council Meeting.</p>				
<p>If you have any questions about making a delegation to Council, please contact Diana Kelley at 905-871-1600 ext. 2236, dkelley@forterie.ca or Ashlea Carter at ext. 2212, acarter@forterie.ca Any person with a disability requiring accommodation or alternative formats is invited to contact Diana Kelley or Ashlea Carter at the contact information noted above. Personal information contained on this form is collected under the authority of the <i>Municipal Act 2001</i>, S.O. 2001, c.25 and will be used to publicly publish the names of delegations, and addresses with consent, for Council & Council-in-Committee meetings. The disclosure of this information is governed by the <i>Municipal Freedom of Information and Protection of Privacy Act</i>, R.S.O. 1990, c.M. 56. Enquiries may be directed to the Town Clerk at 905.871.1600 ext.2211, email: cschofield@forterie.ca</p>				