



Town of Fort Erie
Audio/Visual Delegation Request Form

How to submit

E-mail: Complete the form, save it on your computer and e-mail to dkelley@forterie.ca

Deliver/mail to: Council Presentation Request Form, Clerk's Department, 1 Municipal Centre Drive, Fort Erie, ON, L2A 2S6

Fax: 905-871-4022

Delegations are limited to 10 minutes

Council Meeting Date: _____ (Meetings start at 6:00 pm in Council Chambers)

Name of Delegate: _____

Subject of Delegation: _____

Phone: _____ E-mail: _____

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.

Format of presentation:

Adobe Reader (PDF)	Digital Video (AVI, DVD, MPEG, MOV)
Power Point Presentation	YouTube Video
Microsoft Word	Website URL
Picture Slide Show	

Other: _____

Please note that all Power Point Presentations will be posted on the Town's website

Delivery of Presentations: If you are making a digital presentation, please email it to Diana Kelley (dkelley@forterie.ca) no later than 1 (one) business day prior to the scheduled Council Meeting. Please have on hand a photocopy of all speaking notes/written material.

If you have any questions about making a delegation to Council, please phone 905-871-1600 - Diana Kelley at ext. 2236 or email (dkelley@forterie.ca) or Cheryl Watson at ext. 2212 or email (cwatson@forterie.ca) in the Clerk's Department.

If you have questions in regards to equipment requirements (laptops, software etc.), please the contact the Town at 905-871-1600 and request to speak with the Information Technology department.

Any person with a disability requiring accommodation or alternative formats is invited to contact Diana Kelley or Cheryl Watson at the contact information noted above.

Personal information contained on this form is collected under the authority of the Municipal Act, S.O. 2001, c.25 and will be used to publicly publish the names and addresses of delegations, with consent, for Council & Council-in-Committee meetings. The disclosure of this information is governed by the Municipal Freedom of Information and Protection of Privacy Act, 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