



## 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 <input type="checkbox"/>				
Do you wish to participate in person or via zoom?				
In Person <input type="checkbox"/> Via Zoom <input type="checkbox"/> (Deadline for zoom requests is 12:00 (noon) the Friday before)				
Key Points of the Presentation (if you have spoken at Council before, please indicate <b>new</b> points):				
Format of Presentation:	Adobe Reader <input type="checkbox"/>	PowerPoint Presentation <input type="checkbox"/>	Microsoft Word <input type="checkbox"/>	Slide Show <input type="checkbox"/>
	YouTube Video <input type="checkbox"/>	Website URL <input type="checkbox"/>	Digital Video <input type="checkbox"/>	Handout <input type="checkbox"/>
Please note: <ul style="list-style-type: none"> <li>The Town will supply the necessary equipment for the presentation.</li> <li>The Town will not support any equipment that is not owned by the Town due to compatibility reasons.</li> <li>The Town supplies the following equipment: Audio output, Laptop Computer, Projector Screen, Video output.</li> <li>Digital Presentations will be posted on the Town's website.</li> <li>If you have questions in regards to equipment requirements (software etc.), please contact the Town at 905-871-1600 and request to speak with the Digital Services department.</li> </ul>				
<p><b>By submitting this form</b>, you acknowledge that you have read and understand the <a href="#">Rules of Procedure Excerpt for Delegations to Council</a>, and acknowledge that <b>electronic presentations and/or speaking notes</b> must be e-mailed to <a href="mailto:dkelley@forterie.ca">dkelley@forterie.ca</a>/<a href="mailto:cschofield@forterie.ca">cschofield@forterie.ca</a> 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, <a href="mailto:dkelley@forterie.ca">dkelley@forterie.ca</a> or Carol Schofield at ext. 2211, <a href="mailto:cschofield@forterie.ca">cschofield@forterie.ca</a> Any person with a disability requiring accommodation or alternative formats is invited to contact Diana Kelley or Rachel Munro at the contact information noted above.</p> <p>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 &amp; 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: <a href="mailto:cschofield@forterie.ca">cschofield@forterie.ca</a></p>				