



Request for Delegation

Attention: City Clerk's Office, City of Brampton, 2 Wellington Street West, Brampton ON L6Y 4R2
Email: cityclerksoffice@brampton.ca Telephone: (905) 874-2100 Fax: (905) 874-2119

- Meeting: City Council Planning & Development Committee
 Committee of Council
 Other

Meeting Date Requested: _____ Agenda Item (if applicable): _____

Name of Individual(s): _____
 Position/Title: _____
 Organization/Person being Represented: _____
 Full Address for Contact: _____
 Telephone No. _____ Email/ Fax No. _____

Subject Matter to be Discussed	_____
Action Requested	_____

Note: a delegation is limited to not more than five minutes. Attach additional page if required.

I am submitting a formal presentation to accompany my delegation: Yes No

I will require the following audio-visual equipment/software for my presentation:

- Computer Notebook DVD Player PowerPoint
 Other - please specify _____

Note: Delegates are requested to provide to the City Clerk's Office **well in advance of the meeting date**: (i) 25 copies of all background material and/or presentations for publication with the meeting agenda and/or distribution at the meeting, and (ii) for PowerPoint and other visual presentations, an electronic copy of the presentation (e.g., DVD, CD, .ppt file) to ensure compatibility with corporate equipment.
 Once the above information is received by the City Clerk's Office, you will be contacted by a Legislative Coordinator **to confirm your placement on the appropriate agenda.**