



### Request for Delegation

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

Meeting:  City Council  Planning, Design and 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

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) 30 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.