

## Legislative Services City Clerk

## **Announcement Request**

For Office Use Only: Meeting Name: Meeting Date:

Please complete this form for your request to make an Announcement at a future Council Meeting. An announcement can relate to an event of interest to the general public. Your request must include the name of the Member of Council sponsoring the Announcement. Once this completed form is received by the City Clerk's Office, you will be contacted to confirm your placement on the appropriate agenda. <b>Announcements are limited two (2) minutes at the meeting.</b>									
•				s's Office, City of Brampton, 2 Wellington Street West, Brampton ON L6Y 4R2					
			office@brampton.ca Telephone: (905) 874-2100 Fax: (905) 874-2119						
Meeting:			City Council				Planning and Development Committee Other Committee:		
Atte	ndance:	In-per	son	Remote					
Meeting Date Requested:			ted:						
Name of Individual(s):			:						
Position/Title:									
Organization/Person being represented:									
Full Address for Contact:			act:				Telephone:		
							Email:		
Event or Subject Name/Title/ Date/Time/Location:									
Additional Information:									
Name of Member of Council Sponsoring this Announcement:									
A formal presentation will accompany my Announcement: Yes No									
Presentation format:          PowerPoint File (.ppt)         Picture File (.jpg)         Adobe File or equivalent (.pdf)         Video File (.mp4)         Other:         Other:									
Additional printed information/materials will be distributed with my Announcement: Yes No Attached									
Note: Persons are requested to provide to the City Clerk's Office well in advance of the meeting date:									
(i)	i) all background material and/or presentations for publication with the meeting agenda and /or distribution at the meeting								
(ii)	and (ii) the electronic file of the presentation to ensure compatibility with corporate equipment.								
Once this completed form is received by the City Clerk's Office, you will be contacted to confirm your placement on the appropriate meeting agenda.									
Personal information on this form is collected under authority of the Municipal Act, SO 2001, c.25 and/or the Planning Act, R.S.O. 1990, c.P.13 and will be used in the preparation of the applicable council/committee agenda and will be attached to the agenda and publicly available at the meeting and on the City's website. Questions about the collection of personal information should be directed to the City Clerk's Office, 2 Wellington Street West, Brampton, Ontario, L6Y 4R2, tel. 905-874-2100, email:cityclerksoffice@brampton.ca.									