

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. **Announcements are limited two (2) minutes at the meeting.**

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 and Development Committee
 Committee of Council Other Committee:

Attendance: In-person Remote

Meeting Date Requested: October 30, 2024

Name of Individual(s): Laura Johnston

Position/Title: Commissioner, Legislative Services

Organization/Person being represented: City of Brampton Records Management and IT Teams

Full Address for Contact:

Telephone:

Email:

laura.johnston@brampton.ca

Event or Subject Name/Title/ Date/Time/Location:	Award of Excellence for an Organization from Association of Records Managers and Administrators (ARMA)
Additional Information:	The award will be presented to the following members of the Records Management and IT teams: Vanessa Massafferro, Andrea Barreira, Lucy Ferreira, Olga Hutchinson, Jocelyn Knibutat, Martin Rehding, Lee Tee, Nicolas Dias, Angelique Chulan, Anjani Singh and Gaea Oake.
Name of Member of Council Sponsoring this Announcement:	Councillor Santos

A formal presentation will accompany my Announcement: Yes No

Presentation format: PowerPoint File (.ppt) Adobe File or equivalent (.pdf)
 Picture File (.jpg) Video File (.mp4) 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) all background material and/or presentations for publication with the meeting agenda and /or distribution at the meeting, and
- (ii) the electronic file of the presentation to ensure compatibility with corporate equipment.

Submit by Email

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