

### Delegation Request

**For Office Use Only:**  
Meeting Name:  
Meeting Date:

Please complete this form for your request to delegate to Council or Committee on a matter where a decision of the Council may be required. Delegations at Council meetings are generally limited to agenda business published with the meeting agenda. Delegations at Committee meetings can relate to new business within the jurisdiction and authority of the City and/or Committee or agenda business published with the meeting agenda. **All delegations are limited to five (5) minutes.**

Attention: City Clerk's Office, City of Brampton, 2 Wellington Street West, Brampton ON L6Y 4R2

Email: [cityclerksoffice@brampton.ca](mailto:cityclerksoffice@brampton.ca) Telephone: (905) 874-2100 Fax: (905) 874-2119

Meeting:  City Council  Planning and Development Committee  
 Committee of Council  Other Committee:

Meeting Date Requested:

Agenda Item (if applicable):

Name of Individual(s):

Position/Title:

Organization/Person being represented:

Full Address for Contact:

Telephone:

Email:

Subject Matter to be Discussed:	<input type="text" value="Swahili Heritage Month"/>
Request to Council/Committee:	<input type="text" value="Swahili Heritage Month"/> <input type="text" value="Brampton International Swahili Festival"/>

Attendance:  In-person  Remote

A formal presentation will accompany my delegation:  Yes  No

Presentation format:  PowerPoint File (.ppt)  Adobe File or equivalent (.pdf)  
 Picture File (.jpg)  Video File (.mp4)

Other:

Additional information/materials will be distributed with my delegation:  Yes  No  Attached

**Note:** Delegates 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**

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.