

### 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](mailto: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: February 26, 2025

Name of Individual(s): WEN Executive

Position/Title: CoB Employee Resource group

Organization/Person being represented: WEN (Women Empowerment Network)

Full Address for Contact: City Hall  
2 Wellington St W Brampton

Telephone:

Email:

[wen@brampton.ca](mailto:wen@brampton.ca)

<b>Event or Subject Name/Title/ Date/Time/Location:</b>	International Women's Day
<b>Additional Information:</b>	WEN in partnership with Equity Office will be hosting an staff event to network with their peers on Thursday, March 6 from 1 to 3 pm in the City Hall Conservatory. The event will feature light refreshments, keynote speaker Dr. Fariha Khan and panel discussion. March 8th at the Rose theater, the City of Brampton will also host a free program in the evening including Bif Naked.
<b>Name of Member of Council Sponsoring this Announcement:</b>	Councillor Santos and Councillor Brar

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**

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.