



### 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: April 23, 2025

Name of Individual(s): Jael Richardson, Samantha Clarke, Hudson Lin, and Ardo Omer

Position/Title:

Executive Director

Organization/Person  
being represented:

The Festival of Literary Diversity

Full Address for Contact:

Telephone: 416-829-1995

Email: [director@thefoldcanada.org](mailto:director@thefoldcanada.org)

Event or Subject  
Name/Title/  
Date/Time/Location:

The Festival of Literary Diversity  
April 27 - May 4

Additional  
Information:

Name of Member of  
Council Sponsoring  
this Announcement:

Rowena 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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