



## 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:

Meeting Date Requested: May 26, 2021

Name of Individual(s): Andrea Williams

Position/Title: Coordinator, Economic Development

Organization/Person being represented: City of Brampton Economic Development

Full Address for Contact: 2 Wellington Street West  
Brampton, ON  
L6Y 4R2

Telephone:

Email:

[andrea.williams@brampton.ca](mailto:andrea.williams@brampton.ca)

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

Virtual Launch of BHive Brampton

Additional  
Information:

Name of Member of  
Council Sponsoring  
this Announcement:

Mayor Brown

A formal presentation will accompany my Announcement: ☒ Yes ☐ No

Presentation format: ☐ PowerPoint File (.ppt) ☒ Adobe File or equivalent (.pdf)  
☐ Picture File (.jpg) ☐ Video File (.avi, .mpg) ☐ 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) 25 copies of 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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