



Request for Delegation

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 & Development Committee
☐ Committee of Council
☐ Other

Meeting Date Requested: _____ Agenda Item (if applicable): _____

Name of Individual(s): _____
Position/Title: _____
Organization/Person
being Represented: _____
Full Address for Contact: _____

Telephone No. _____ Email/ Fax No. _____

Subject Matter to be Discussed	
Action Requested	

Note: a delegation is limited to not more than five minutes.

Attach additional page if required.

I am submitting a formal presentation to accompany my delegation: ☐ Yes ☐ No

I will require the following audio-visual equipment/software for my presentation:

- ☐ Computer Notebook ☐ DVD Player ☐ PowerPoint
☐ Other - please specify _____

Note: Delegates 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) for PowerPoint and other visual presentations, an electronic copy of the presentation (e.g., DVD, CD, .ppt file) to ensure compatibility with corporate equipment.
Once the above information is received by the City Clerk's Office, you will be contacted by a Legislative Coordinator **to confirm your placement on the appropriate agenda.**

Personal information on this form is collected under authority of the Municipal Act, SO 2001, c.25 and/or the Planning Act, R.S.O. 1990, c.P.13 and will be used in the preparation of the applicable Council/Committee agenda and will be attached to that agenda. Questions about the collection of personal information should be directed to the Deputy City Clerk, Office of the CAO, 2 Wellington Street West, Brampton, Ontario, L6Y 4R2, tel. 905-874-2115.