

City of Mississauga  
**Memorandum**



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Date: 2024/01/29

To: Chair and Members of the Accessibility Advisory Committee

From: Martha Cameron, Legislative Coordinator

Meeting Date: 2024/02/05

Subject: Accessibility Advisory Committee 20 Year Anniversary Celebration Budget

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The Promotional Awareness Subcommittee (PAWS) is in the process of planning the 20<sup>th</sup> anniversary of the Accessibility Advisory Committee on Wednesday, May 29, 2024 from 2:30 to 4:00 pm in the Great Hall.

The plans for this event will include speeches, presentations, printed photos of before and after projects that address improvements in accessibility, printed invitations, refreshments and cake.

The approximate budget for this event is \$900.00 which will include the printing of 20 photos onto foam core sized 24 x 36 at a cost of \$334.00; printing of invitations (50) at an approximate cost of \$95.00, coffee and tea for 50 people in the amount of \$333.00 subject to change once numbers are confirmed, and a cake with an approximate cost of \$50.00.

The purpose of this memorandum is to request approval of the approximate budget of \$900.00 for the 20<sup>th</sup> Year Anniversary Celebration from the Accessibility Advisory Committee.

*Martha Cameron*

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Martha Cameron, Legislative Coordinator