



DEPUTATION REQUEST FORM

(For matters not listed on a Standing Committee agenda.)

This deputation request form and any written communications or background information for consideration must be submitted to the City Clerk by **12:00 noon by the dates listed below for Committee of the Whole meetings for the year 2019:**

Submission Deadline Date	Committee of the Whole Meeting Date	Submission Deadline Date	Committee of the Whole Meeting Date
January 15	February 5	August 27	September 17
February 12	March 5		September 24
March 12	April 2	September 17	October 7
April 16	May 7		October 16
May 14	June 4	October 15	November 5
			November 12
		November 12	December 3
			December 10
		December 10	January 2020

Your deputation will be subject to the guidelines outlined below. If you need any assistance completing this form or if you have any questions, please contact the City Clerk's Office: Clerks@vaughan.ca or 905-832-8504

Committee Meeting Date: _____	Date of Request: _____
Name: _____ Email: _____	
Address: _____ Contact #: _____	
City: _____ Postal Code _____	
Name of Organization (if applicable): _____	
Describe in detail the reason for the deputation and what action you will be asking the Committee to take: _____ _____ _____ _____ _____ _____	
Do you wish to provide a written or electronic communication or background information? Yes <input type="checkbox"/> Please describe: _____ No <input type="checkbox"/>	

Deputation Guidelines

1. Deputations shall only be permitted in respect of subject matters that deal with municipal issues and are within the City's jurisdiction, being those that Council is responsible for, as outlined in the Municipal Act, S.O. 2001, c.25, as may be amended from time to time, and other applicable legislation.
2. A person may make a deputation regarding only one subject matter per meeting.
3. Any Deputation on behalf of an organization, including any corporation/association, or on behalf of any group, shall be made by a single representative.
4. Deputations are limited to five (5) minutes.
5. All requests will be reviewed by City staff prior to approval. The review will take into consideration the rules and principles of the City's Procedure By-law.

Personal information will be used for the purposes of sending correspondence relating to matters before Council. Your name, address, comments and any other personal information is being collected and maintained for the purpose of creating a record that is available to the general public in a hard copy format and on the internet in an electronic format pursuant to Section 27 of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.M.56, as amended. Questions about this collection should be directed to the City Clerk, City of Vaughan, 2141 Major Mackenzie Drive, Vaughan, Ontario, L6A 1T1, telephone number: 905. 832.2281.