



2024 DEADLINES FOR PRESENTATION REQUESTS

(For matters NOT listed on a Standing Committee agenda)

A completed [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 2024:**

<i>Meeting Dates</i>		<i>Submission Deadline Date (by 12:00 noon)</i>
<i>Committee of the Whole (1)</i>	<i>Committee of the Whole (2)</i>	
January 23	----	December 12, 2023
February 6	February 13	January 16
March 5	March 19	February 13
April 9	April 16	March 19
May 7	May 14	April 16
June 4	June 18	May 14
August 13	----	July 23
September 10	September 17	August 20
October 8	October 22	September 17
November 5	November 12	October 15
December 3	December 10	November 12
January 2025		December 17

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

Presentation Guidelines

1. Presenters 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 presentation regarding only one subject matter per meeting.
3. Any presentation on behalf of an organization, including any corporation/association, or on behalf of any group, shall be made by a single representative.
4. Presenters 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.