

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 2022:**

<i>Submission Deadline Date</i>	<i>Committee of the Whole (1) & (2) Meeting Date</i>	<i>Submission Deadline Date</i>	<i>Committee of the Whole (1) & (2) Meeting Date</i>
January 11	February 2 February 8	August 23	September 13 September 20
February 8	March 1 March 8	November 1	November 22
March 15	April 5 April 12	November 15	December 6 December 12
April 12	May 3 May 10	December 13	January 2023
May 17	June 7 June 21		

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.