



COMMITTEE OF THE WHOLE DEPUTATION FORM

Date:
Agenda Item No:
Subject Title:

<i>(please print clearly)</i>		
Name:		
Company:		
Address:		
<i>No.</i>	<i>Street Name</i>	<i>Suite No.</i>
City:	Postal Code:	
E-mail:	Telephone No.:	
Please send me correspondence by email. <input type="checkbox"/>		
Name of organization or group being represented <i>(if applicable)</i> :		

I will be speaking regarding this matter.	<input type="checkbox"/>
I do not wish to speak but want to be notified of the outcome.	<input type="checkbox"/>

Personal information on this form will be used for the purposes of sending correspondence with regards to City related matters. 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 the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c.M.56, as amended. This material may be subject to the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*. 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) 832-8504.

Deputations are limited to 5 minutes on items listed on the Agenda only.

For more information, see the reverse of this form or speak to the Office of the City Clerk Staff before the meeting.

GUIDELINES FOR DEPUTANTS

1. Provide this form to the Office of the City Clerk staff before the meeting starts or place it in the basket located at the podium prior to speaking.
2. When prompted by the Chair, step up to the podium. Speak directly into the microphone, state your name, address, and if you are representing any organization or association.
3. Deputies can only speak to matters listed on the Agenda.
4. Any Deputation on behalf of an organization, corporation/association, or any group, shall be made by a single representative.
5. You can only speak once on each Agenda item for a maximum of five (5) minutes. Members of Council may ask you questions after.
6. When addressing the Committee, direct all comments or questions through the Chair of the meeting and not to a specific Member of Council or staff person.
7. Once your deputation is complete, you may resume your seat.

Important Information About Public Hearing Meetings

The purpose of a Public Hearing Meeting is to consider all applications for amendments to the Official Plan or Zoning Bylaws and Plans of Subdivision.

Under the *Planning Act*, in order to be entitled to an appeal or be added as a party to an appeal to the Local Planning Appeal Tribunal regarding an application, a person or public body must make oral submissions at a Public Meeting or provide written submissions to the City of Vaughan before Council makes a final decision on the application.