

## PRESENTER'S REQUEST FORM

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

This 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 2021:**

| <b>Submission Deadline Date</b> | <b>Committee of the Whole (1) &amp; (2) Meeting Date</b> |
|---------------------------------|--|
| January 12                      | February 2<br>February 9                                 |
| February 9                      | March 2<br>March 8                                       |
| March 16                        | April 7<br>April 13                                      |
| April 13                        | May 4<br>May 12  |
| May 11                          | June 1<br>June 8   |

| <b>Submission Deadline Date</b> | <b>Committee of the Whole (1) &amp; (2) Meeting Date</b> |
|---------------------------------|--|
| August 24                       | September 14   |
| September 14                    | October 5<br>October 13                                  |
| October 12                      | November 2<br>November 9                                 |
| November 9                      | November 30<br>December 7                                |
| December 14                     | January 2022   |

Your presenter's request 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](mailto: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?<br>Yes <input type="checkbox"/> Please describe: _____ No <input type="checkbox"/> |                        |

Presenter's 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.

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.