

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 2020:**

<i>Submission Deadline Date</i>	<i>Committee of the Whole Meeting Date</i>	<i>Submission Deadline Date</i>	<i>Committee of the Whole Meeting Date</i>
January 14	February 4 February 11	August 25	September 15 September 22
February 11	March 3 March 9	September 15	October 6 October 14
March 17	April 7 April 15	October 13	November 3 November 10
April 14	May 5 May 12	November 10	December 1 December 8
May 12	June 2 June 16	December 8	January 2021

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 or 905-832-8504

Committee Meeting Date: _____	Date of Request: _____
Name: _____ Email: _____	
Address: _____ Contact #: _____	
City: _____ Postal Code _____	
Name of Organization (<i>if applicable</i>): _____	
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"/>	

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.