



REQUEST TO SPEAK FORM FOR ELECTRONIC MEETINGS

Please send the completed form to clerks@vaughan.ca or call Access Vaughan at 905-832-2281 by noon the last business day before the meeting to pre-register.

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|------------------------|
| Committee Name: |
| Date: |
| Agenda Item No: |
| Subject Title: |

| | | |
|---|---|--|
| Name: <i>(please print clearly)</i> | | |
| Company: | | |
| Address: | | |
| <i>No.</i> | <i>Street Name</i> | <i>Suite No.</i> |
| City: | Postal Code: | |
| E-mail: | Telephone No.: | |
| <i>Correspondence will be sent via email</i> | | |
| Name of organization or group being represented <i>(if applicable)</i> : | | |
| I will be speaking regarding this matter. | | <input type="checkbox"/> |
| Identify your preferred connection method via teleconference: | <input type="checkbox"/> Computer or App | <input type="checkbox"/> Dial-in by telephone |
| I will use PowerPoint presentation or other visual aids during the deputation. | | <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.

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

GUIDELINES FOR SPEAKERS

1. You must pre-register with the Office of the City Clerk by noon the last business day before the meeting by sending a completed form to clerks@vaughan.ca or calling Access Vaughan at 905-832-2281.
2. A valid email address and/or phone number are required for electronic participation.
3. Before you start to speak, state your name, address, and if you are representing any organization or association.
4. Speakers can only speak to matters listed on the Agenda.
5. Any Speakers on behalf of an organization, corporation/association, or any group, shall be made by a single representative.
6. You can only speak once on each Agenda item for a maximum of five (5) minutes. Members of Council may ask you questions after.
7. 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.

Important Information about Public Meetings

The purpose of a Public 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.