



2025 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 2025:**

<i>Meeting Dates</i>		<i>Submission Deadline Date (by 12:00 noon)</i>
<i>Committee of the Whole (1)</i>	<i>Committee of the Whole (2)</i>	
January 21	----	December 17, 2024
February 4	February 11	January 4
March 4	March 18	February 11
April 1	April 8	March 4
May 6	May 13	April 15
June 4	June 18	May 13
September 9	September 16	August 19
September 30	October 21	September 9
November 4	November 11	October 14
December 2	December 9	November 11
January 2026		December 16

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.