



City of Vaughan
 City Clerk's Office
 2141 Major Mackenzie Drive
 Vaughan, ON L6A 1T1
 Tel: 905.832.8504 Fax: 905.832.8535
Clerks@vaughan.ca

PRESENTATION REQUEST FORM

This presentation request form and any written communications or background information for consideration must be submitted to the City Clerk **thirteen (13)** or more days prior to the Committee date.

If you need any assistance completing this form or if you have any questions, please contact the City Clerk's Office at Clerks@vaughan.ca or 905.832.8504.

Committee Meeting Name:	Date of Request:
Committee Meeting Date:	
Name: _____ Email: _____	
Address: _____ Tele no: _____	
City: _____ Postal Code _____ Mobile no: _____	
Name of Organization <i>(if applicable)</i> :	
Describe in detail the reason for the presentation and what action, if any, you will be asking the Committee to take:	
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Do you wish to provide a written communication or background information?	
Yes <input type="checkbox"/> Please describe: _____ No <input type="checkbox"/>	
Will you require the use of audio visual equipment?	
Yes <input type="checkbox"/> Please describe: _____ No <input type="checkbox"/>	

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. 832.8504.