



Deputation Request Form

Complete this form to address Council, Committee of the Whole or an Advisory Committee.
Email the completed form to clerks@newmarket.ca.

Name:		Organization / Group / Business represented:	
Address:		Postal Code:	Town/City:
Email:		Phone Number:	
Topic or Agenda Item:		Date requested to attend:	
Is this an item on the agenda*? Yes No *Reference the relevant agenda found online .		Do you want to be notified if this item is discussed at a future meeting? Yes No	
Will you have a presentation or written material with your deputation? Yes No All materials must be at least 5 business days before the meeting.			
How do you wish to attend? Via Zoom In Person No Preference			
Describe the key points of your deputation and/or what action you are requesting of Council or Committee:			

Deputation Guidelines:

- Deputations related to items on the agenda can be accommodated up to and including the meeting day.
- Deputations related to items not on the agenda may first be referred to staff, and may be scheduled within 60 days of receipt of this form.
- Deputations will not be heard on a matter decided upon by Council until 90 days have passed from the date of the matter's disposition by Council.
- Deputations are limited to 5 minutes.

Collection Notice:

All Council and Committee of the Whole meetings are audio-video recorded and live streamed online. Your presentation becomes part of the public record and you will be listed in the minutes of the meeting. Minutes are posted online at www.newmarket.ca/meetings, so the listing of your name in connection with the agenda item may be indexed by search engines like Google.

Personal information on this form will be used for the purposes of sending notification relating to the matter described on this form. Your name, address, comments, and any other personal information, is 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 Director of Legislative Services/Town Clerk, Town of Newmarket, 395 Mulock Drive, P.O. Box 328, STN Main, Newmarket, ON L3Y 4X7; Phone number: 905-953-5300 extension 2211 or by email at clerks@newmarket.ca.