



Information on Council and Committee Meetings

Town of Markham
Anthony Roman Centre
101 Town Centre Boulevard
Markham, ON L3R 9W3
905-477-7000
www.markham.ca

This brochure explains the procedure for making a presentation at Markham Council and Committee Meetings. We encourage delegates to make their requests to speak in writing to the Clerk's Office and to address issues at the Committee level first.

Personal information on this form is being collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act and may form part of the public record which may be released to the public in hard copy and/or electronically. Questions about this collection should be directed to the Town Clerk at the Town of Markham.

How can I speak at a Council or Committee meeting?

Complete the back of this Deputation Form and return it to the Town Clerk.

Please note: We encourage delegates to make their presentation at the Committee level, where possible.

How long may I speak?

The Town's Procedural Bylaw allots individuals up to five minutes to address the members (maximum 10 minutes for any one group).

What happens after I speak?

After you have spoken and answered any questions, please return to your seat and remain silent being cognizant of the fact it is now time for Members of Council to debate the issue and make their decision. Although the Mayor and Members of Council encourage the public to present their opinions, necessary decorum dictates that all opinions must be respected and outbursts from the gallery cannot be tolerated. See following decorum rules:

- Delegates shall respond to questions from Members of Council only through the Chair;
- Attendees at a meeting shall maintain order and shall not display signs or placards, heckle or engage in telephone or other conversation or any behaviour that may be considered disruptive;
- All cell phones and electronic devices shall be turned off and/or set to silent mode during a meeting;
- The Chair may request security to expel or exclude from any meeting any person who disrupts the meeting;
- No person, except Members of Council and staff of the Town, shall be allowed to approach the dias where the Members of Council are seated;
- Members of the public who wish to submit materials for Council must do so through the Clerk.

When does Council meet?

Council Meetings are generally held on the **second** and **fourth Tuesday** of each month. The meetings start at 7 p.m. and are held in the Council Chamber at the Markham Civic Centre (Warden Avenue and Highway #7). Delegations and presentations are heard at the beginning of the meeting.

Where can I get a copy of meeting agendas?

Copies of Council and Committee agendas are available from the Clerk's Office on the Friday afternoon preceding the Council or Committee meeting, at the meeting and can also be found on the Town's website: www.markham.ca.

What is a Standing Committee?

There are two standing committees which have been established to discuss issues in detail before making recommendations to Council. Standing committee meetings are open to the public and are held at the Markham Civic Centre. The two standing committees are:

- **General Committee** considers matters relating to Town-owned land and buildings; budget; administrative and legal matters relating to Town policies, by-laws and licenses; recreation and culture, fire and emergency services, the environment, parks, water, waste management, and roads. It generally meets on **Monday** mornings.
- **Development Services Committee** considers matters that Markham is responsible for under the Municipal Act, Planning Act, Condominium Act, Rental Housing Protection Act, Environmental Assessment Act, Ontario Heritage Act, and related legislation, and for similar matters of a planning and transportation nature. It generally meets on **Tuesday** mornings.
- **Development Services Public Meetings** are called under the provisions of the Planning Act. These meetings give notice and provide a venue to inform the public and to receive input from the public about applications for development within the Town. Development Services Public Meetings are generally held on the **first** and **third Tuesday evening** of the month.

For further information about Council or Committee meetings, or for meeting dates and times, please contact the Clerk's Department at 905-475-4744 or visit the Town's website at www.markham.ca.

Who are the current Members of Council? How can I reach them?

Members of Markham Council for the 2010 to 2014 term are listed below. All Members can be reached through their direct telephone numbers.

Mayor

Frank Scarpitti 905-415-7505
fscarpitti@markham.ca

Deputy Mayor

Jack Heath 905-415-7506
jheath@markham.ca

Regional Councillors

Jim Jones 905-479-7757
jjones@markham.ca

Gordon Landon 905-415-7534
glandon@markham.ca

Joe Li 905-479-7749
joeli@markham.ca

Fax Numbers

Mayor's Office 905-479-7775
 Councillors' Office 905-479-7763

Ward Councillors (by ward)

1 - Valerie Burke 905-479-7747
vburke@markham.ca

2 - Howard Shore 905-479-7756
hshore@markham.ca

3 - Don Hamilton 905-415-7549
dhamilton@markham.ca

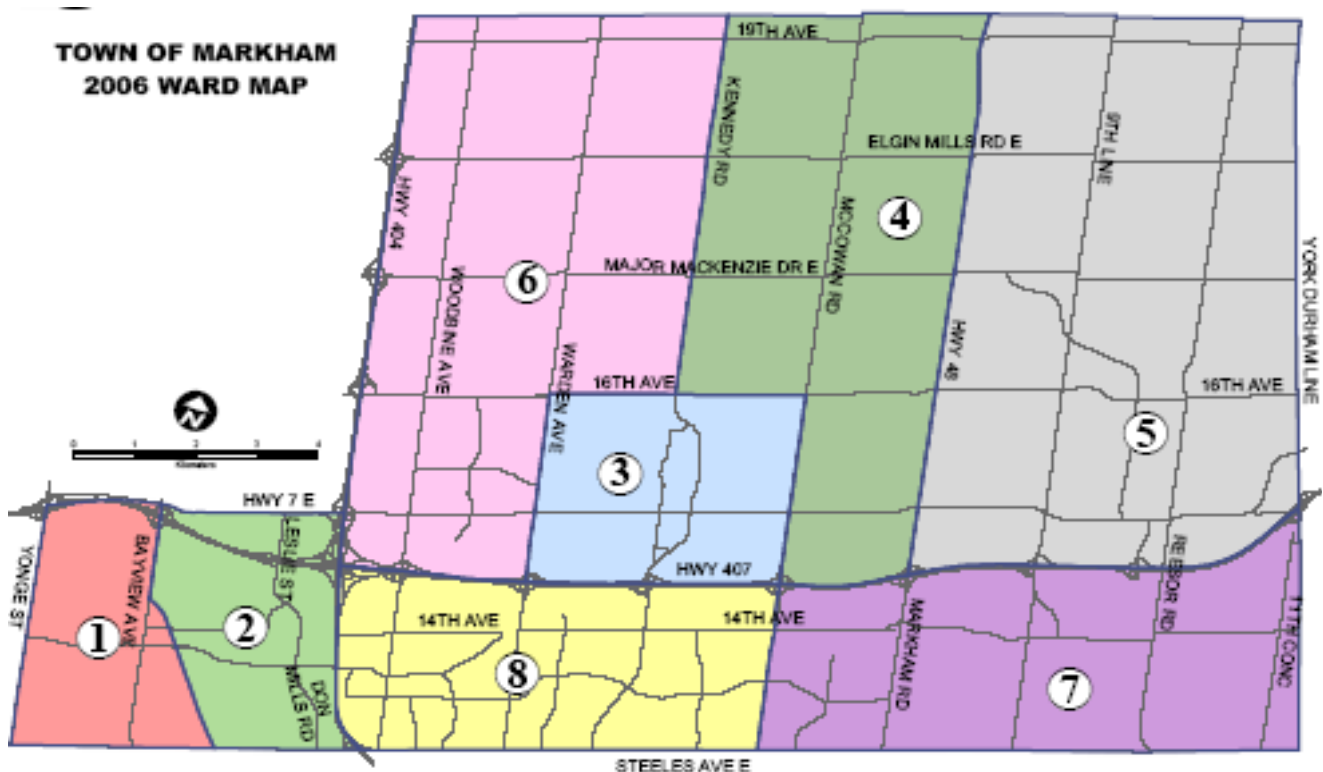
4 - Carolina Moretti 905-479-7751
cmoretti@markham.ca

5 - Colin Campbell 905-479-7750
ccampbell@markham.ca

6 - Alan Ho 905-479-7758
alan.ho@markham.ca

7 - Logan Kanapathi 905-479-7748
lkanapathi@markham.ca

8 - Alex Chiu 905-479-7752
achiu@markham.ca



Deputation Form

Request to Make a Deputation

To speak at a meeting of Council or Committee, you must complete this form **CLEARLY** and submit it to the Town Clerk to ensure your information is accurately noted.

Subject/Application: _____

Date of Meeting: _____ Agenda Item No.: _____

I wish to address Council/Committee.

I request future notification of meeting.

Name: _____

Firm/Organization (if any): _____

Address: _____ Postal Code: _____

Email (**PLEASE PRINT CLEARLY**): _____

Residential phone: _____ Business phone: _____

How to Make a Deputation

1. Please submit this completed form to the Clerk
2. Please state your name and address prior to speaking, and
3. Please provide a copy of materials used in your presentation, if any, to the Clerk for the official record of the Town.

Important information about Public Planning Meetings

Public Meetings give property owners/residents the opportunity to voice opinions or comments regarding an application for the approval of:

- an amendment to the Official Plan
- a Zoning Bylaw
- a Plan of Subdivision

Under the Planning Act, **if you do not express your views** at a Public Meeting or in writing to the Clerks Department before Council makes a decision regarding the application, the Ontario Municipal Board (OMB) may refuse your request for referral or dismiss all or part of your appeal without holding a hearing.