	CC – Delegation Request	Office of the City Clerk	
<u>ST. J@HN'S</u>	Request to Appear as a Delegation Before Committee of the Whole		
Contact Information		SECTION 1	
Delegation Status:	Representing a Group/Organization/Bu	isiness	
	Attending as an Individual		
Name of Delegate(s)			
Position/Title			
Organization			
EmailTelephone			
Presentation Details		SECTION 2	
Preferred Date to Attend COTW (see Section 3 below)			
Do you have a presentation? Yes No			
If yes, the presentation must be submitted to the Office of the City Clerk at <u>cityclerk@stjohns.ca</u> by 12 noon on the Friday prior to the meeting.			
Describe the topic you wish to speak on:			
General Information		SECTION 3	
General mormation		SECTION 3	
<ul> <li>Committee of the Whole meetings take place bi-weekly on Wednesday mornings from 9:30 a.m. to 12 noon in the Council Chambers located on the 4<sup>th</sup> floor of City Hall.</li> </ul>			
<ul> <li>The Calendar of upcoming COTW meetings is available <u>here</u>.</li> </ul>			
<ul> <li>Once the completed form is received by the Office of the City Clerk, you will be contacted to confirm your placement on the appropriate agenda.</li> </ul>			
<ul> <li>If an electronic document is to be presented, it must be submitted to the <u>Office of the City Clerk</u> no later than the Friday prior to the meeting.</li> </ul>			



OCC – Delegation Request	Office of the City Clerk		
Rules Regarding Delegations	<b>SECTION 4</b>		
<ul> <li>All submissions/presentations become part of the public record and are published in the Committee Minutes.</li> <li>Delegation Request Forms must be submitted to the Office of the City Clerk at least two weeks prior to the next scheduled meeting.</li> </ul>			
<ul> <li>To facilitate efficient use of time delegations must: <ul> <li>Speak to one topic only and may only appear before Council once on the same subject.</li> <li>Have a maximum of two presenters.</li> <li>Ensure that the subject matter is within the legislative authority of the City.</li> <li>Limit the presentation to 15 minutes (including a Q &amp; A period).</li> </ul> </li> <li>No delegations shall be permitted to address the following matters: <ul> <li>Matters that are being considered at a public hearing or that are part of court proceedings involving the City of St. John's.</li> </ul> </li> </ul>			
<ul> <li>Topics that cannot be discussed in public (such as intergovernmental relations, human resources, and legal matters).</li> <li>Labour relations or employee negotiations.</li> </ul>			
Privacy Notice	SECTION 5		
Collection of personal information via this form is authorized under the Access to Information and Protection of Privacy Act, 2015 and is needed to process your delegation request. Questions about the collection and use of the information may be directed to Elaine Henley, City Clerk, by telephone: 709-576-8202 or email: cityclerk@stjohns.ca.			
form to: P.O. Box 908, 10 New Gower Street Phone:	her information: (709) 576-8202 cityclerk@stjohns.ca		
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