

OCC – Delegation Request		Office of the City Clerk
Rules Regarding Delegations		SECTION 4
<ul style="list-style-type: none"> • All submissions/presentations become part of the public record and are published in the Committee Minutes. • Delegation Request Forms must be submitted to the Office of the City Clerk at least two weeks prior to the next scheduled meeting. • To facilitate efficient use of time delegations must: <ul style="list-style-type: none"> ○ Speak to one topic only and may only appear before Council once on the same subject. ○ Have a maximum of two presenters. ○ Ensure that the subject matter is within the legislative authority of the City. ○ Limit the presentation to 15 minutes (including a Q & A period). • No delegations shall be permitted to address the following matters: <ul style="list-style-type: none"> ○ Matters that are being considered at a public hearing or that are part of court proceedings involving the City of St. John's. ○ Topics that cannot be discussed in public (such as intergovernmental relations, human resources, and legal matters). ○ Labour relations or employee negotiations. 		
Privacy Notice		SECTION 5
<p>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.</p>		
Please send completed form to:	Office of the City Clerk P.O. Box 908, 10 New Gower Street St. John's, NL A1C 5M2	For further information: Phone: (709) 576-8202 Email: cityclerk@stjohns.ca