



Request to Appear as a Delegation Before  
Committee of the Whole

Contact Information

**SECTION 1**

Delegation Status:  Representing a Group/Organization/Business

Attending as an Individual

Name of Delegate(s) \_\_\_\_\_

Position/Title \_\_\_\_\_

Organization \_\_\_\_\_

Email \_\_\_\_\_ Telephone \_\_\_\_\_

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 [cityclerk@stjohns.ca](mailto:cityclerk@stjohns.ca) by 12 noon on the Friday prior to the meeting.

Describe the topic you wish to speak on:

General Information

**SECTION 3**

- Committee of the Whole meetings take place bi-weekly on Wednesday mornings from 9 a.m. to 12 noon in the Council Chambers located on the 4<sup>th</sup> floor of City Hall.
- The Calendar of upcoming COTW meetings is available [here](#).
- 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.
- If an electronic document is to be presented, it must be submitted to the [Office of the City Clerk](#) no later than the Friday prior to the meeting.

- 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:
  - 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:
  - 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.

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](mailto:cityclerk@stjohns.ca).

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: <a href="mailto:cityclerk@stjohns.ca">cityclerk@stjohns.ca</a>
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