



Request to Appear as a Delegation Before Council / Committee

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

Do you have a presentation? Yes No

If yes, the presentation must be submitted to the Town of Gander at info@gandercanada.com by 12 noon on the Friday prior to the meeting.

Describe the topic you wish to speak on:

General Information

SECTION 3

- Committees include: Regular Meeting of Council, Committee of the Whole, Community Services, Governance and Legislative Services, Public Safety and Protective Services, Planning and Public Works, Corporate Services, Economic Development and Privileged Meeting of Council.
- More information and the calendar of upcoming meetings is available [HERE](#)
- Once the completed form is received by the Town 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 [Town of Gander](#) 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 Town of Gander 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 Town.
 - Limit the presentation to 30 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 Town of Gander.
 - 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 Brad Hefford, Town Clerk, by telephone: 709-651-5901 or email: info@gandercanada.com.

Please send completed form to:

Town of Gander
100 Elizabeth Drive
Gander, NL A1V 1G7

For further information:

Phone: (709) 651-5900

Email: info@gandercanada.com