



General Information

**SECTION 3**

- Committee of the Whole meetings take place bi-weekly on Tuesday afternoons at 3:00 p.m. 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 Thursday prior to the meeting. Word, PDFs and PPTX are acceptable formats. USBs will not be accepted; presentation materials must be provided electronically.

Rules Regarding Delegations

**SECTION 4**

- 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 meeting at which you are requesting to present.
- 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.
  - Limit the presentation to 15 minutes (including a Q & A period).
- No delegations shall be permitted to address the following matters:
  - Matters that have been presented to Council by a City Employee at a Regular or Committee of the Whole meeting within the past 12 months;
  - Matters on which Council has provided direction to staff within the past 12 months;
  - Matters that are before the St. John's Local Board of Appeal, Assessment Review Court or the Civic Improvement Appeal Board, or other quasi-judicial matters;
  - Matters that are the subject of ongoing or future planned City public engagement activities;
  - Matters that cannot be discussed in public, such as intergovernmental relations, human resources, or legal matters;
  - Advocacy for outcomes that are outside the legislative authority of the City of St. John's;
  - Advocacy for outcomes that discriminate on any prohibited grounds as defined by the Human Rights Act, 2010;
  - Matters of politics or that are political in nature;
  - Matters that are religious in nature; or
  - Requests for financial support.

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 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: [cityclerk@stjohns.ca](mailto:cityclerk@stjohns.ca)