

City of St. John's Corporate and Operational Policy Manual

Policy Title: Committee of the Whole Delegations Policy	Policy #: 01-01-13
Last Revision Date: N/A	Policy Section: Organization>Administration
Policy Sponsor: Theresa Walsh, City Clerk	

1. Policy Statement

The City of St. John's welcomes requests from individuals or organizations who wish to present at a Committee of the Whole meeting on matters of relevance to municipal affairs.

This Policy outlines the requirements and processes for an individual or organization to participate at a Committee of the Whole meeting as a Delegation.

2. Definitions

"Council" shall have the meaning given by the Rules of Procedure By-Law (2024), that is, "The elected governing body of the City of St. John's comprised of Mayor, Deputy Mayor, four Councillors-at-large and five ward Councillors."

"Committee of the Whole" shall have the meaning assigned by the Rules of Procedure By-Law (2024), that is, "A Committee comprised of all members of Council held in public, typically during the alternating weeks that the Regular Council Meeting is not held."

"Employee" means any person employed by the City of St. John's as a permanent, term, part-time, casual, contract, seasonal, temporary, or student worker.

"Delegation" means an organization or one or more individuals who deliver a presentation at a Committee of the Whole Meeting.

3. Policy Requirements

3.1 Delegation Requests

- a) Individuals or organizations seeking to present at a Committee of the Whole meeting may make a request to the Office of the City Clerk through the process described in the **Committee of the Whole Delegation Procedures** (“the **Procedures**”).
- b) The Office of the City Clerk, in consultation with the City Manager, will review the request to determine whether all criteria outlined in the **Procedures** have been met.
- c) If the Office of the City Clerk, in consultation with the City Manager, determines that the criteria outlined in the **Procedures** has been met, the Office of the City Clerk will contact the requestor to schedule the Delegation for the next available Committee of the Whole meeting.
- d) Incomplete requests or requests that do not meet all criteria outlined in the **Procedures** will be declined. If a request is declined, the Office of the City Clerk will communicate the decision and rationale to the requestor.

3.2 Employee Recommendation

- a) Employees may recommend to the Office of the City Clerk that an individual(s) or organization present at a Committee of the Whole meeting.
- b) The Office of the City Clerk may, at its discretion, choose to:
 - i) accept a recommendation made under 3.2(a) and contact the individual(s) or organization to schedule the Delegation for the next available Committee of the Whole meeting; or
 - ii) decline the recommendation.
- c) In the case that the Office of the City Clerk declines an Employee recommendation under 3.2 (b)(ii), the individual(s) or organization may submit a request through the process described in Section 3.1.

3.3 Delegation Requirements

All Delegations must:

- a) not exceed a maximum of two presenters;

- b) speak to one topic only and may appear before Council only once on the same subject; and
- c) speak for no longer than 15 minutes, including a question and answer period.

4. **Application**

This Policy applies to all requests from individuals or organizations seeking to present at Committee of the Whole meetings.

5. **Responsibilities**

5.1 **The Office of the City Clerk** is responsible for:

- a) receiving requests for Committee of the Whole Delegations;
- b) assessing whether requests meet all criteria outlined in the **Procedures**, in consultation with the Office of the City Manager;
- c) scheduling delegations for requests that follow all criteria outlined in the **Procedures**; and
- d) communicating to requestors when a request to present has been declined and the rationale.

5.2 **The City Manager** is responsible for assessing whether presentation requests meet the criteria outlined in the **Committee of the Whole Delegations Procedures**, in consultation with the Office of the City Clerk.

6. **References**

Committee of the Whole Delegations Procedures
Rules of Procedure By-Law (2024)

7. **Approval**

- Position Title of Policy Sponsor: City Clerk
- Position Title of Policy Writer: Policy Equity Associate
- Date of Approval from
 - Corporate Policy Committee: April 10, 2026
 - Senior Leadership Team: April 17, 2026

- Committee of the Whole: N/A
- Date of Approval from Council: May 5, 2026

8. Monitoring and Contravention

The Office of the City Clerk will monitor the application of this policy and procedures.

Any contravention of this policy or associated procedures may be brought to the attention of the Office of the City Clerk, the Department of Finance and Corporate Services (Human Resources Division), the Office of the City Solicitor, and/or the Office of the City Manager for further investigation and appropriate action, which may include legal action and discipline, up to and including dismissal.

9. Review Date

Five years.