

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

Procedure Title: Committee of the Whole Delegations Procedures	
Authorizing Policy: Committee of the Whole Delegations Policy	
Procedure Number: 01-01-13-01	
Last Revision Date: N/A	Procedure Sponsor: Theresa Walsh, City Clerk

1. Procedure 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.

These Procedures outline the requirements and processes for an individual(s) or organization to participate at a Committee of the Whole meeting as a Delegation.

2. Definitions

"Council" shall have the meaning assigned 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. Procedure Requirements

3.1 Delegation Request Requirements

- a) Individuals or organizations may not present at a Committee of the Whole meeting unless the individuals or organizations have first attempted to seek their desired outcome through communication with City staff.
- b) Individuals or organizations seeking to present at a Committee of the Whole meeting must submit a **Delegation Request Form** to the Office of the City Clerk.
- c) The **Delegation Request Form** must be submitted at least two weeks prior to the meeting at which the individual(s) or organization wishes to present.
- d) The submitted **Delegation Request Form** must include the following information:
 - a. the subject matter of the presentation;
 - b. the outcome the requester is seeking from Council;
 - c. a description of the efforts the requestor has made to seek this outcome with City staff, ; and
 - d. an explanation of why the desired outcome was not achieved with City staff.
- e) A **Delegation Request Form** may be refused if the requestor has not first made an attempt to resolve their concerns with City staff, or if any of the information described in Section 3.1(d) is not included.

3.2 Employee Recommendation

- a) Any Employee may recommend to the City Clerk that an individual or organization present at a Committee of the Whole meeting by submitting their request in writing to the Office of the City Clerk.
- b) The Office of the City Clerk, in consultation with the City Manager, will review the request and may either accept and schedule the Delegation or decline, at its discretion.
- c) Should the Office of the City Clerk decline a recommendation made by City staff, the individual or organization seeking to present may submit a **Delegation Request Form** through the process outlined in Section 3.1.

3.3 New Information

- a) While Delegations may not appear at a Committee of the Whole meeting more than once on the same topic, a request containing new information not present in a previous presentation to Committee of the Whole may be considered a separate topic.
- b) The individual or organization seeking to present to Committee of the Whole may make a request following the procedure outlined in Section 3.1, and include on the **Delegation Request Form** a summary of new information that was not previously presented to Council.
- c) Any new information not presented to Council at a previous Committee of the Whole meeting must first be brought to City staff, per Section 3.1(a).

3.4 Prohibited Topics

No delegation will be permitted to present on the following topics:

- a) 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;
- b) matters on which Council has provided direction to staff within the past 12 months;
- c) 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;
- d) matters that are the subject of ongoing or future planned City public engagement activities;
- e) matters that cannot be discussed in public, such as intergovernmental relations, human resources, or legal matters;
- f) advocacy for outcomes that are outside the legislative authority of the City of St. John's;
- g) advocacy for outcomes that discriminate on any prohibited grounds as defined by the **Human Rights Act, 2010**;
- h) matters of politics or that are political in nature;
- i) matters that are religious in nature; or
- j) requests for financial support.

4. Application

These procedures apply 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 described in these procedures, in consultation with the Office of the City Manager;
- c) responding to individuals, organizations or City staff indicating whether a Delegation request was accepted or declined, and providing rationale; and
- d) scheduling delegations for requests that comply with the Committee of the Whole Delegations Policy and Procedures.

5.2 The Office of the City Manager is responsible for assessing whether presentation requests meet all criteria described in these procedures, in consultation with the Office of the City Clerk.

6. References

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

7. Approval

- Position Title of Procedure Sponsor: City Clerk
- Position Title of Procedure 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.