

<b>Public Participation at Council and Committee Meetings</b>	
<b>Policy Number:</b> 110-010	<b>Supersedes Policy Number:</b>
<b>Effective Date</b> 2019-07-16	<b>Approved By Council (Motion Number):</b> 2019-07-17

**1.0 Purpose**

To establish a policy for the effective management of public participation during Council and Committee meetings.

**2.0 Scope**

This Policy is applicable to all Town Council and Committee of Council Meetings. This Policy does not apply to the Town and Gown Committee.

**3.0 Definitions**

- 3.1 **Public Participation Session** – a period of time during public meetings when members of the public can offer their comments and ask questions of Council
- 3.2 **Chair** – Mayor or designated Chair of a Committee of Council.

**4.0 Policy**

- 4.1 Members of the public will have the opportunity to make comments and ask questions during two, thirty (30) minute public participation sessions at Committee of the Whole meetings. Public participation sessions will be scheduled at the beginning of each meeting after the adoption of the minutes of previous meetings, and towards the end of the meeting before any in-camera session.
- 4.2 Members of the public will have the opportunity to make comments and ask questions during one, thirty (30) minute public participation session at Council meetings and all Advisory Committees of Council meetings. A public participation session will be scheduled at the beginning of each meeting after the adoption of the minutes of previous meetings.
- 4.3 Individual members of the public can speak for a maximum of three (3) minutes during the public participation session and may return to speak once, for one (1) minute, if time permits within the total of the 30-minute session and all other members of the public who wish to speak have had a chance to do so.
- 4.4 Members of the public will address the Chair directly with questions and comments.
- 4.5 Comments and questions that relate to personnel, current or potential litigation issues, or planning issues for which a public hearing has already occurred will not be answered.

- 4.6 The Chair, in consultation with the CAO and/or staff designate, will determine if a question posed can be immediately answered or if it needs to be referred to staff for further follow up. Any responses not immediately provided will be provided either in writing directly to the member of the public with a copy to Council, or in a subsequent CAO Report to Committee of the Whole.
- 4.7 Members of the public participating in public participation sessions will conduct themselves in a respectful manner. Should this not occur, the Chair will advise them to end their questions and/or comments immediately.
- 4.8 In order to ensure that no member of the public feels discouraged, intimidated or otherwise prevented from delivering their comments or questions, no applause or other expressions of emotion will be permitted during public participation sessions.
- 4.9 Members of the public are encouraged to send written submissions to Council in advance of meetings where their concern or issue warrants more than the allotted time for feedback will permit.
- 4.10 Members of the public are reminded that Policy Number 120-010 Routine Access clarifies which Town records are available routinely upon request.
- 4.11 Members of the public are encouraged to talk to staff at the Town directly if they have concerns or need information.



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CAO

2019-07-17

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Date