



TITLE: PUBLIC PRESENTATION TO COUNCIL

RESOLUTION NUMBER: 2024-05-18

POLICY #: CP-012

EFFECTIVE DATE: MAY 29, 2024

SUPERSEDES: 100-001

UP FOR REVIEW: 2028

PURPOSE

The purpose of this policy is to provide a regular opportunity for members of the public to make presentations to the Council or Council Committees and to provide a process to be followed to obtain approval to make a presentation. The policy is intended to guide the CAO when approving or scheduling requests from the public to make a presentation to Council.

POLICY STATEMENTS

Process to be Followed

One week in advance of a Council/Committee meeting, the applicant shall submit a completed Application Form (attached as Schedule A) – Request for Making Presentation to Council/Committee in writing by letter, fax or email, identifying:

- the nature of the presentation to be made;
- the name, address, and phone number of the presenters;
- the length of time required for the presentation and;
- a written copy of the presentation

This will allow the CAO to determine the most appropriate Council/Committee meeting to accommodate the request and give the request appropriate consideration.

Upon receipt of a properly completed application, the CAO shall review the application. The application may be:

- placed on an appropriate agenda or;
- referred to a staff member or department where the subject matter of the presentation can be adequately addressed by staff or;
- refused, where the subject matter of the presentation is a matter outside the jurisdiction of the municipality or;
- refused; for any other reason, after the consultation with the Mayor, with explanation by the CAO in writing to Council giving the reason for refusal.

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Approved presentations placed on Council or Committee agenda shall be scheduled on an “as requested” basis, subject to the following criteria:

- Each presenter shall deal with one (1) topic only.
- Each presentation shall consist of a maximum of two (2) presenters.
- Each presentation shall be allotted a maximum of fifteen (15) minutes including time for questions/answers from Council unless evidence supports additional time is required and is approved by the CAO after consultation with the Mayor.
- The presentation shall be relevant and timely.
- Where an application has previously been addressed by Council, the same matter will only be accepted if new issues are to be introduced. Issues previously raised are not to be re-presented unless specifically approved by Council in advance of the presentation.
- Members of Council may ask questions of clarification of the presenter(s).
- It is understood that there shall be no debate of the subject matter between Council and the presenter(s).
- The Chairperson may interrupt the presentation when the timeframe is exceeded and ask direction from Council/Committee on whether the presentation shall continue.

Upon completion of the presentation, Council/Committee may refer the matter as appropriate for further consideration. If a decision is required, it may not be made on the date of the presentation. Any decision of Council/Committee will be provided in writing to the presenter following the decision.

While most matters can be discussed at a public meeting with Council, a few cannot. These include, but may not be limited to:

- Land sale or purchase
- Legal matters
- Matters that must be kept confidential under the Freedom of Information and Protection of Privacy Act. For example, personnel matters
- Decisions of the Subdivision and Development Appeal Board or the Assessment Review Board