



POLICY AND ADMINISTRATION MANUAL	REFERENCE NUMBER: C6
SECTION: COUNCIL POLICY	POLICY TITLE: PUBLIC PRESENTATION

1. PURPOSE

1.1. To establish a Policy to provide a regular opportunity for members of the public to make presentations to Council. The policy is intended to guide the ~~CAO/Clerk/Treasurer and Deputy Clerk~~ **The Office of the CAO** when approving or scheduling requests from the public to make a presentation to Council. This Policy is not intended to limit Councillors from lobbying other Councillors or Council itself from time to time to consider matters of general interest in their respective districts. Councillors may approach Council or a Committee directly to consider hearing presentations from members of the public from within their own district without being limited by this policy.

2. POLICY OBJECTIVE

2.1. The objective of the Public Presentation to Council Policy is to:

2.1.1. Reserve time for members of the public to make a ten-minute presentation to Council ~~once per meeting per month.~~ **at the Regular Council Meeting each month.**

2.1.2. To reserve time for an additional ten minutes on a Council agenda, following a public presentation, for Council members to ask questions pertaining to the information provided in a presentation from a member of the public.

2.1.3. Manage the impact of public presentation on a regular Council agenda.

3. PROCESS TO OBTAIN APPROVAL

3.1. One week in advance of a Council meeting:

3.1.1. The applicant shall submit a completed "Application Form – Request for Making Presentation to Council" in writing by letter, ~~fax~~ or email, identifying: the nature of the presentation to be made, and the name, address and phone number of the presenters.

3.1.2. This will allow the ~~CAO/Clerk/Treasurer or the Deputy Clerk~~ **Office of the CAO** to determine the most appropriate Council meeting to accommodate the request and give the request appropriate consideration. A written copy of the presentation may accompany the form at this time.

3.2. By 12:00 noon on the Friday before the Council meeting:



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3.2.1. A copy or a written description of the presentation, if not submitted with the application, must be submitted to ~~the CAO/Clerk/Treasurer or the Deputy Clerk~~. **The Office of the CAO** Staff will provide an electronic copy of the presentation to Councillors in advance of the scheduled presentation. Where this deadline is not met, the request will be postponed ~~for one month~~ **until the next available presentation time slot**, and the presenter will be appropriately advised.

3.3. Steps 3.1 and 3.2 can be done at the same time provided the respective deadlines are met.

4. PROCESS TO REVIEW, APPROVE, OR REJECT

4.1. Processing a completed application:

4.1.1. Upon receipt of a properly completed application, ~~the CAO staff~~ shall review the application.

4.1.2. The application may be:

4.1.2.1. Placed on an appropriate agenda;

4.1.2.2. Referred to a staff member or department where the subject matter of the presentation can be adequately addressed by staff;

4.1.2.3. Refused, where the subject matter of the presentation is a matter outside the jurisdiction of the municipality;

4.1.2.4. **Refused when it is determined by the Office of the CAO that the presentation is intended to sell or market a product to the Municipality;**

4.1.2.5. Refused, for any other reason, after consultation with the Warden, with explanation by the CAO in writing to Council giving the reason for the refusal.

4.1.3. Councillors will be notified of requests and advised of the status of the application on a timely basis.

4.2. Conditions attached to approved application:

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

4.2.1.1. A maximum of one public presentation shall be scheduled per meeting, unless emergency situations exists or for other good reason there is cause for more



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presentations as determined by ~~the CAO/Clerk/Treasurer, the Deputy Clerk~~ **Office of the CAO** or the Warden;

- 4.2.1.2. Each presentation shall deal with one topic only;
- 4.2.1.3. Each presentation shall consist of a maximum of two presenters;
- 4.2.1.4. Each presenter shall speak for a maximum of five (5) minutes or one presenter shall speak for a maximum of ten (10) minutes;
- 4.2.1.5. **Presentations from Municipal partner organizations shall be limited to 30 minutes per presentation;**
- 4.2.1.6. An additional ten (10) minutes will be allocated on the agenda for discussion (questions/answers);
- 4.2.1.7. Members of Council may ask questions of clarification of the presenter(s);
- 4.2.1.8. Any debate of the subject matter shall not occur at the time of the presentation, rather at a later portion of the meeting or at a future meeting.

5. NOTIFICATION TO PRESENTER

- 5.1. The list of presentation requests will be finalized, and the presenter(s) notified by noon on the Friday immediately preceding a Council meeting regarding disposition of their request.

6. OTHER

- 6.1. The ~~Chairperson~~ **Warden, Deputy Warden, or Chairperson** ~~must~~ **may** interrupt the presentation when the timeframe is exceeded and ask direction from Council on whether the presentation shall continue.
- 6.2. Upon completion of the presentation, Council may refer the matter as appropriate for further consideration.
- 6.3. **It is Council's practice to neither reject, nor accept a financial request via presentation, though may do so via motion under extraordinary circumstances.**

7. BASIS FOR REJECTION

- 7.1. Failure to adhere to the requirements to this Policy is basis for rejection.



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- 7.2. ~~A request to make a presentation shall be place on a Council agenda only if the presentation is in reference to an item of business before Council or any matter generally within the jurisdiction of Council.~~
- 7.3. Where a presenter has previously addressed Council, further applications to address Council in relation to 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. The issue, however, can be addressed by other means (i.e. written report to Council).
- 7.4. ~~The CAO/Clerk/Treasurer and Warden may refuse any request to make a presentation for any reason deemed appropriate by the CAO subject to the reporting requirement identified below.~~

8. DISPOSITION OF REJECTED APPLICATION

- 8.1. Any application to make a presentation to Council, which is rejected by the CAO and the Warden, shall be immediately reported electronically to all of Council.

9. SUMMARY OF PROCEDURE AND CONDITIONS OF APPLICATION APPROVAL

- 9.1. Application to make a presentation:
- 9.1.1. Applicant makes a “request” one week preceding a Council meeting and completes a “formal” application to make a presentation;
 - 9.1.2. Applicant provides a written copy of the presentation by 12:00 noon on the Friday preceding a Council meeting.
- 9.2. Conditions attached to approved applications:
- 9.2.1. Presenter is advised of disposition of request by the Friday before Council meeting;
 - 9.2.2. One presentation per meeting (unless otherwise determined by the CAO);
 - 9.2.3. One topic per presentation;
 - 9.2.4. Maximum of 10 minutes per presentation;
 - 9.2.5. Maximum of 10 minutes for questions/answers;
 - 9.2.6. Relevant and timely;
 - 9.2.7. No debate on subject matter at time of presentation.
- 9.3. Procedure if request is rejected:



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9.3.1. Presenter is advised of rejection and reason;

9.3.2. Councillors are advised.

DRAFT AMENDMENTS



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Chief Administrative Officers' Annotation for Official Policy Record	
Date of Notice to Council Members of Intent to Consider (7-days minimum)	December 2, 2013
Date of Passage of Current Policy	December 10, 2013
I certify that this policy was adopted by Council as indicated above.	
_____	_____
Warden	Date
_____	_____
Chief Administrative Officer	Date

Version Log		
Version #	Amendment	Date
1	Original Policy	December 10, 2013
1.1	Change CAO/Clerk/Treasurer to appropriate staff.	