

# Municipality of the County of Colchester

## Public Presentations to Council Policy

### 1. Introduction

Municipal Council encourages an atmosphere of open dialogue with the public. This Policy will establish criteria for public presentations to Council, Council Committee and Committees of Council.

### 2. Scope

This Policy applies to Council, Council Committee and Committees of Council as included in Part III of the Council Proceedings and Committee Policy.

This Policy covers presentations from local or regional community organizations, professional associations, non-profit organizations, except as noted, and individual members of the public.

During budget deliberations, Council receives presentations from non-profit organizations at a special meeting of Council and this Policy is not meant to apply to these annual meetings. Council, or the Chair of a Committee of Council, may also invite individuals or groups to a meeting to make a presentation, and such presentations may be outside of this Policy, except that these presentations may be included in the maximum number of presentations scheduled during a meeting.

### 3. General Provisions

- a) A special night, determined by Council, has been set to receive public presentations, on an as needed basis. The designated Presentation Meeting night shall be the first Tuesday of every month unless otherwise agreed by Council.
- b) A maximum of three presentations will be scheduled on any given Presentation Meeting night.
- c) Presentations will be heard on all matters affecting the Municipality which would be considered on an "open" agenda. Presentations will not be heard on items that would be considered on a "closed" agenda. The *Municipal Government Act* lists the following matters which may be considered in a closed session:
  - i. acquisition, sale, lease and security of municipal property;
  - ii. setting a minimum price to be accepted by municipality at a tax sale;
  - iii. personnel matters;
  - iv. labour relations;
  - v. contract negotiations;
  - vi. litigation or potential litigation;
  - vii. legal advice eligible for solicitor-client privilege; and
  - viii. public security.
- d) Presentation meetings will be considered a meeting of the Council Committee and as such, any decisions being put forth would be a recommendation to Council. Council requires that

any requests for funding be reviewed by staff and as a result, Council will not respond to requests for funding made during a presentation. Therefore, as a rule, Council will refer presentations to staff for a report if they involve an expenditure of funds, grant applications, or other action on the part of the Municipality.

#### **4. Presentation Requirements**

- a) Presentations must be kept to a maximum of 10 minutes unless an extended presentation time is approved by the CAO, in consultation with the Mayor or Chair of the meeting at which the presenter is scheduled. There will be 5 minutes allocated for questions from Council at the end of the presentation. Council may agree to allow more time for the presentation or questions at its discretion.
- b) All presenters must submit a properly completed request form to the CAO's office, at least 10 (ten) days prior to the meeting at which they wish to make their presentation. The form, as attached to this Policy, is also available on our website ([www.colchester.ca](http://www.colchester.ca)) or at the Municipal Office, 1 Church Street, Truro.
  - i. The CAO will review the requests for the upcoming meeting and whenever possible, presentations will be scheduled based on the order that they were received. In some cases however, if there are more than 3 (three) requests, the CAO will determine which presentations will be heard at the meeting. The CAO will consider, among other things, the nature of the presentation; if the topic has been before Council previously; the number of occasions a presenter had appeared before Council on the same or similar issue; and if there is time-sensitive content in the presentation.
  - ii. The CAO's office will inform the group or individual that they are on the Agenda for the upcoming meeting at least 5 (five) days in advance of the meeting.
- c) When the presentation is in the form of a hard copy or electronic copy, a copy of the presentation must be submitted to the CAO's office at least 48 hours prior to the scheduled meeting. If not received by that time, the presentation may be cancelled and the presenter will have to make an application to appear at a future meeting.
- d) If more than one person appears representing a group or association in relation to a particular item, Council may:
  - i. require the persons designate a spokesperson who shall speak on behalf of the group or association so appearing, or
  - ii. allow more than one presenter, with the groups understanding that the presentation is still limited to 10 minutes.
- e) If a presenter has additional information they would like to share with Council subsequent to their presentation, they shall forward the information to the CAO's office, and the information will be distributed to Council either through e-mail or by placing the information in Council's mailbox located in the Municipal building or on the Council Portal.
- f) The CAO may refuse to schedule a presentation if the person requesting the opportunity to make a presentation to Council has made a presentation on the same subject matter on at least two other occasions within the 6 (six) month period immediately prior to the request.

When reviewing the request, the CAO shall consider whether there have been any significant developments in the subject matter since the person's last appearance or whether the presenter has demonstrated new information to provide to Council.

5. Council has the authority to prevent a person from starting or continuing a presentation if the conduct of the presenter is or could be considered abusive, intimidating, harassing or disrespectful to Council, employees or any third party.
6. Council, under exceptional circumstances, has the authority to waive any or all of the provisions of this policy and to allow or to receive a presentation from a member of the public present at its meeting.

Clerk's Annotation For Official Policy Book	
Date of Notice to Council Members of Intent to Consider (7 days minimum): <u>September 10, 2015</u>	
Date of Passage of Current Policy: <u>September 24, 2015</u>	
I Certify that this Policy was adopted by Council as indicated above.	
<u>Crawford Macpherson</u> Municipal Clerk	<u>November 24, 2015</u> Date

*Amended September 24, 2015  
Amended August 29, 2013  
Originally approved August 26, 1999*



**Request for Making a Presentation to Council,  
Council Committee, and Committees of Council**

**Application Form**

Municipal Council, Council Committee and Presentation Meetings are held in Council Chambers in the Municipal Office, 1 Church Street, Truro, NS. Please call the Administration Office at 902-897-3184 to confirm meeting date(s). Committees of Council hold meetings on an as needed basis and the time and location of a specific “open” agenda meeting will be posted on our website at [www.colchester.ca](http://www.colchester.ca).

No more than three (3) public presentations will be scheduled on the agenda of a particular meeting. Each presentation is limited to ten (10) minutes. This form must be completed and returned no later than ten (10) days prior to the meeting you wish to make a presentation at.

1. Name of Presenter: \_\_\_\_\_
2. Civic Address: \_\_\_\_\_
3. Daytime Phone: \_\_\_\_\_ Email: \_\_\_\_\_
4. Topic of Presentation: \_\_\_\_\_
5. Reason you wish to make a presentation (please provide a brief summary of the presentation and identify any specific requests for funding (if any) associated with the presentation):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. Date of meeting: \_\_\_\_\_
7. Presenter Information:
  - Organization/Society/Club (provide name): \_\_\_\_\_
  - Business (provide name): \_\_\_\_\_
  - Other (please specify): \_\_\_\_\_

(continued)

8. Please attach a copy of your presentation with this application or submit it no later than 48 hours prior to the meeting date. The presentation will be circulated to Council prior to the

meeting to provide Council with an opportunity to review it and prepare questions. Failure to submit the hard copy or electronic copy of your presentation will result in being removed from the agenda and having to resubmit the application.

Once you have read the Public Presentations to Council Policy, please confirm you agree to the conditions contained therein by signing in the space provided below.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please return completed and signed form to the Administration Office in person, by mail, email or by fax (contact information below).

For Office Use Only		
Date Request Received:	_____	
Approved: _____	Not Approved: _____	Applicant Notified: _____
Date of Presentation:	_____	

Municipality of Colchester, 1 Church Street, Truro, NS, B2N 3Z5  
Phone: (902) 897-3184; Email: [tveno@colchester.ca](mailto:tveno@colchester.ca)  
Fax: (902) 843-4066; Toll Free: 1-866-728-5144; [www.colchester.ca](http://www.colchester.ca)