



STAFF REPORT

TO: Council

FROM: Erin Hartley, Director of Corporate Services

APPROVED BY: Trudy Payne, Chief Administrative Officer

DATE: January 25, 2021

SUBJECT: **Appearing Before Council Policy Amendment**

ORIGIN

Council's decision to discontinue with Committee of the Whole meetings and hold two Council meetings per month instead.

RECOMMENDATION

THAT Council of the Municipality of the District of Shelburne approve the attached Appearing Before Council Policy as amended.

BACKGROUND

The Municipality of the District of Shelburne Council historically has held a Committee of the Whole (COW) meeting on the second Monday of the month and a Council meeting on the fourth Monday of the month at 5:00 pm.

DISCUSSION

Due to COVID-19 Council meetings were held virtually beginning in March 2020 and Committee of the Whole meetings were discontinued. The discontinuance of COW meetings and having two Council meetings per month seems to be more effective for municipal operations and Council decision making so when discussed at Council orientation in November it was agreed to continue in this manner.

The attached Policy has been updated to remove reference to Committee of the Whole meetings.

ATTACHMENTS

- Appearing Before Council Policy



POLICY PURPOSE

- 8.1 It shall be the policy of the Municipality of the District of Shelburne to have clear and consistent rules for individuals and groups wishing to make a presentation to Council ~~or Committee of the Whole~~.

POLICY DETAILS

- 8.2 Any person or group wishing to address Council shall seek permission from the Warden not less than ten (10) days prior to the meeting at which the person or delegation wishes to appear and shall submit their presentation in writing to the Municipal Clerk at least seven (7) days prior to the meeting date.
- 8.3 Individuals or groups wishing to address Council shall only be permitted to do so if the nature of their presentation is within municipal jurisdiction or of a general community nature. If a topic is of a specific nature that normally is overseen by a specific committee, the Municipal Clerk shall direct the person or group to the appropriate committee with the approval of the Warden.
- 8.4 Unless specifically agreed to by Council, no more than two presentations shall be made at any Council ~~or Committee of the Whole~~ meeting.
- 8.5 Chair of Council ~~or Committee of the Whole~~ shall have discretion to allow a presentation that does not meet the requirements of this policy if it is felt that the presentation is of an emergency nature.
- 8.6 All presentations should be made by the person making the request or one representative of a group that wishes to address Council. The presentation shall be limited to 15 minutes, with an additional 10 minutes allocated for questions by Council.
- 8.7 Individuals or groups wishing to address the Municipality shall only be allowed to do so in one forum and not ~~to~~ at multiple meetings.
- 8.8 No decisions shall be made by Council during any meeting at which a presentation is heard. Such matters shall be referred to the appropriate Committee or Chief Administrative Officer for further research and discussion, after which the matter may be considered by Council.

THIS IS TO CERTIFY that the Council of the Municipality of the District of Shelburne duly passed the policy respecting Appearing Before Council on the 28th day of November, 2016.

SIGNED this _____ day of _____, 2021.

WARDEN

CHIEF ADMINISTRATIVE OFFICER

Approved by Council: Monday, November 28, 2016

Effective Date: Monday, November 28, 2016

Amended Date: Monday, January 25, 2021 (Removed COW)