



## **Policy 11-001 Council Meetings - Schedule “A” Public Input Session: Terms of Reference**

The purpose of the Public Input Session is to provide a venue that allows community members the opportunity to voice opinions and to bring attention to pertinent local issues. Council may ask for clarification regarding matters presented by public members; however, this session is not intended as a forum for debate.

1. Members of the public wishing to address Council are asked to complete the sign-up sheet available at the delegation table with their name, address, and topic they will be addressing.
2. The public member shall begin comments by stating their name.
3. Public members shall direct comments to the Mayor.
4. Each public member shall have 2 minutes to speak at a maximum; however, the Mayor may reduce or increase time allotments per speaker depending on the number of public members wishing to speak at each meeting.
5. Public members are not permitted to discuss matters that include personnel, legal matters, land issues, or other items included in Sections 16 to 29 of the Freedom of Information and Protection of Privacy (FOIP) Act. Items pertaining to a scheduled Public Hearing or appeal will also not be permitted for discussion during the Public Input Session, and will be referred to the scheduled hearing or appeal.
6. Public members cannot discuss matters that are already included as items on the agenda for that meeting unless permission is granted by the Chair.
  - (a) The Chair will not allow discussion on agenda items that are time sensitive in nature, or items that have previously been deferred.
  - (b) If a public member is permitted to speak on a matter that is an item on that meeting agenda, and the presentation provides new information which could result in a different course of action, the item will be deferred to a future meeting.
7. Public Input Session issues shall be either:
  - a. accepted as information,
  - b. referred to Administration for further information, or
  - c. deferred for further discussion.