

Municipality of the District of Lunenburg POLICY

Title: Public Presentations to Council & Committees of Council (amended Jan. 26/16; Feb. 23/21)	
Policy No. 038	
Effective Date: October 9, 2007, February 10, 2016	Amended Date: Jan. 26, 2016; Feb. 23, 2021

1.0 Purpose

The purpose of this policy is to provide an opportunity for both Council members and the general public to share information.

2.0 The public shall be provided with an opportunity to ask questions, make requests, and/or present information for Council's or Committee's consideration.

3.0 A request for a presentation to Council or Committee members shall:

- a) be made in writing to the Chief Administrative Officer or designate at least seven days prior to the date of the meeting at which the presentation is to be made;
- b) indicate who wishes to present to Council and on what matter they wish to present;
- c) be accompanied by an Executive Summary, any background information or any written documentation relating to the issue and must specify any requests of the Municipality for circulation with the agenda; **[amended Jan. 26/16]**
- d) presentation of Executive Summary and background material shall be provided to the Chief Administrative Officer or designate seven (7) days before the scheduled meeting and PowerPoint presentations should not exceed 10 slides in length. **[amended Jan. 26/16]**

[amended Feb. 23, 2021]

4.0 The Chief Administrative Officer or designate shall review all requests for presentations and determine which meeting the presentation shall be made. **[amended Feb. 23/21]**

5.0 Prior to placing a presentation on a Committee or Council agenda, the Chair of the meeting shall approve the adding of the presentation to the agenda.

- 6.0 The number of presentations at a meeting shall be limited to two, so as to ensure that the regular business of Council or Committee may be conducted. Notwithstanding this limitation, the Chair may approve the placement of additional presentations on this agenda. [amended Jan. 26/16; Feb. 23/21]

- 7.0 Presentations shall be limited to 15 minutes in length with an additional 10 minutes for questions and discussion by Council or Committee. Extensions beyond this time limitation may be approved by the Chair. [amended Jan. 26/16; Feb. 23/21]

- 8.0 Municipal Council and Council Committees shall allow a 15 minute “comment period” at every Council Meeting, which will allow Council to receive citizen input. [amended Jan. 26/16; Feb. 23/21]

Clerk’s Annotation for Official Policy Book

Date of Notice to Council Members September 11, 2007
Date of Passage of Current Policy: October 9, 2007

Date of Notice to Council Members of Intent to Consider Amendments: January 19, 2016
Date of Passage of Amendments: January 26, 2016

Date of Notice to Council Members of Intent to Consider Amendments: February 16, 2021
Date of Passage of Amendments: February 23, 2021

I certify that this Policy 038 “**Public Presentations to Council & Committees of Council**” was adopted and amended by as indicated above.



February 23, 2021

Municipal Clerk

Date