

#68. TOWN OF LUNENBURG PROCEDURAL POLICY:

**PUBLIC PRESENTATIONS AT TOWN COUNCIL,
COMMITTEE OF THE WHOLE COUNCIL AND COMMITTEE MEETINGS**

I. PURPOSE

This policy describes the procedure for members of the public, both individuals and groups, to make presentations to meetings of the Lunenburg Town Council (“Council”) and Committees. Public presentations are encouraged and welcomed by Council to ensure public consultation on Council matters. The policy is intended to facilitate the efficient organization, co-ordination and considerations of public presentations to Council and Committees of Council.

II. POLICY PROCEDURE

1. Individuals and groups (“delegation(s)”) are permitted to make presentations to the following Town “bodies (body)” as further described in this policy:

- (a) Town Council;
- (b) Committee of the Whole Council; and
- (c) Town Committees.

2. If a delegation wishes to make a presentation to a body as noted above, they shall apply in writing (fax, letter or email) to the Town Manager/Clerk (“TM/C”) five (5) business days before the scheduled meeting outlining the purpose and content of their presentation. If within a body’s jurisdiction, the TM/C will place the delegation on the relevant body’s agenda and circulate the delegation’s written application to body members. The TM/C will notify the delegation of the meeting particulars and relevant provisions of this Policy in preparation for their presentation.

3. If the subject matter of the presentation is outside the Town’s jurisdiction, the TM/C in consultation with the Mayor, may refer the application to the appropriate jurisdiction.

4. Delegations shall:

- (a) be scheduled to a maximum of four (4) presentations per body meeting;
- (b) address one main topic within a body’s jurisdiction that is relevant and timely;

- (c) consist of a maximum of six (6) presenters;
 - (d) address the body for a total maximum of ten (10) minutes, plus five (5) minutes for questions from body members, unless the body grants by motion a time extension; and
 - (e) not debate with body members or staff.
5. For planning public hearings, the relevant body shall accommodate additional delegations as requested and not require advance written presentation summaries.
6. The body may direct staff to investigate and make a report on the delegation's presentation and defer and/or refer the hearing of the delegation or the discussion of the presentation pending review of the staff report.
7. If an unscheduled delegation seeks to make a presentation at a meeting, the body on motion may approve this request.
8. The TM/C will notify in writing the delegation of the body's final decision in response to their presentation.

LUNENBURG TOWN COUNCIL AND COMMITTEE PRESENTATION GUIDELINES

To assist you in making presentations to meetings of the Lunenburg Town Council and its Committees this information has been prepared for your reference. Please note:

- Lunenburg Town Council and Committee meetings are held each month usually at the Lunenburg Town Hall, 119 Cumberland Street. Please contact Bea Renton, Town Manager/Clerk (634-4410) for the meeting date, time and location of the meeting you are interested in making a presentation at.
- A list of Council and Town Committee members is attached.
- If you wish to make a presentation to Council or a Committee, please notify the Town Manager/Clerk prior to the meeting to request that your name and the subject matter of your presentation are added to the appropriate agenda. Presentations are typically first made to the relevant Committee and then referred to Council for further consideration where you may also make a presentation. This enables the Committee which deals more specifically with the subject matter you will be presenting on to first consider your request, seek any additional information in support from you, and make a recommendation to Council, if, required.
- A written copy of your submission or summary must be given to the Town Manager/Clerk for circulation to the appropriate body five (5) days before their meeting before you will be added to a meeting agenda. By providing advance information, Council and/or Committee members are better prepared for your presentation and to consider your request.
- The Town Manager/Clerk will determine which body is most appropriate for you to make your presentation to. If you do not agree, please speak with the Town Manager/Clerk to see if other arrangements can be made.
- Presentations are usually scheduled at the beginning of every meeting so you will not have to wait.
- Audio visual equipment and a flip chart can be made available for your presentation. Please let the Town Manager/Clerk know so this can be pre-arranged.
- It is helpful when making your presentation to introduce yourself and any other presenters with you.
- Presentations should be no longer than ten (10) minutes, unless the Council or Committee agrees otherwise. If required, an additional five (5) minutes for questions and answers may be provided by the body. If you want to make additional comments later during the meeting, please seek the permission of the Council or Committee meeting Chair.

- Council or a Committee may advise presenters that their presentation should be made to another body if it can be better addressed by the latter. Council or a Committee may also refer the issues you have raised to another body or defer consideration for further study before making a decision. You will be notified of this and their final decision in response to your presentation.

Thank you for your interest in making a presentation to the Lunenburg Town Council and Committees. We hope these guidelines are of assistance. If additional information is required, please contact Bea Renton, Town Manager/Clerk at 634-4410/brenton@explorelunenburg.ca

Encl. (1) - Council and Committee Appointment List