



## **TOWN OF KENTVILLE POLICY STATEMENT G64 PUBLIC ENGAGEMENT AND PARTICIPATION AT COUNCIL MEETINGS**

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### **1.0 PURPOSE**

To encourage citizens to become more engaged and better informed on municipal issues, and to provide Council members with a broader range of public opinion for their decision-making process.

### **2.0 DEFINITIONS**

### **3.0 SCOPE**

### **4.0 PROCEDURES**

1. Regular advertisements will be made in the local newspaper with the times, dates and places for public Council meetings
2. Prior to the meeting, Council agendas will be placed on the Town's website and at the reception desk of Town Hall.
3. Formal Presentations
  - a. Such requests from the public should be directed to the Administration Department, where they will be reviewed by the Chief Administrative Officer (CAO) (or designate) and placed on the appropriate agenda.
  - b. Generally, 10 minutes will be scheduled for each presentation, following which an additional 10 minutes may be permitted for questions and discussion from Council.
  - c. To expedite such presentations, and to provide Council with background information, any written documentation relating to the issue should be received at the Administration Office in time to be included with the other agenda documents. When possible, this information should be submitted in electronic format for ease of distribution.
  - d. Council reserves the right to:
    - i. Restrict the number of presentations at each meeting, so as to ensure that the regular business of Council is conducted;
    - ii. Restrict the number of presentations on a particular issue, if Council feels the point has been previously made and further presentations are redundant;

- iii. Refuse a presentation, should the subject be irrelevant to the business of municipal government;
  - iv. Reschedule debate and decision on the issue, should additional information be required from the solicitor, Town Staff or other resources of Council.
4. Regular Council Meetings
- a. Written correspondence (if signed by the author) will be included on a Council agenda and will be considered during Council discussion and debate, if applicable.
  - b. At the end of both the Council Advisory Committee meeting and the regular Council Meeting, citizens will be given a 10 minute time period to offer comments regarding any agenda item.
  - c. Items not in the meeting agenda, but brought forward by a citizen during the public meeting, may be rescheduled for a future Council meeting, if time does not permit or if further information may be required by Council.
5. Ad Hoc Public Meetings
- a. Specific community concerns may be addressed in an informal public meeting, whose purpose will be for the sharing of information and opinions between Council and citizens.
  - b. Most often, attendance will be taken and comments recorded for future reference. If a vote on action is required, this may be rescheduled for another meeting, or, if appropriate, be conducted by a show of hands at that meeting.
6. Electronic Information Sharing
- a. Notices of meetings and agendas will be placed on the Town's website prior to the meeting.
  - b. Copies of approved minutes will be placed on the Town's website for Council Advisory Committee Meetings, regular meetings of Council, Special Council Meetings and other Committee/Commission meetings.
  - c. At time, specific issues may be placed on Facebook, Twitter or another form of social media, when such feedback and discussion appears warranted.

## **5.0 ASSOCIATED DOCUMENTS**

## **6.0 POLICY REVISION HISTORY**

Date Created: January 28, 2013  
Revisions: January 2017. Reformatted.



CAO Mark Phillips