

COUNCIL POLICY: PUBLIC INPUT AND MEETING CONDUCT

Council Approval Date: April 4, 2012

Department: Council

Amended: February 4, 2015

1. PURPOSE

To establish policy for public input session guidelines, question period guidelines and general meeting conduct rules.

2. SCOPE

This policy applies to North Cowichan Council and the general public.

3. PROCEDURES AND GUIDELINES

3.1. Public Input Session

To provide a brief opportunity for the public to speak to Council on agenda items before Council debates and votes, Council establishes the following guidelines:

- a) Persons wishing to address Council must register at least 10 minutes prior to the Council meeting by signing the sheet posted for that purpose outside the Council Chambers.
- b) A maximum of three minutes will be allotted to each speaker. (2015-02-04)
- c) A maximum of five speakers will be heard during the Public Input Period.
- d) Speakers should first state their name and residential address.
- e) Speakers must restrict their remarks to matters on the agenda.
- f) Speakers must not talk about matters from a closed meeting.

3.2. Questions

In an effort to foster civic engagement and preserve decorum, that Council encourage persons asking questions during question period to adhere to the following guidelines:

- a) Begin by stating your name and residential address.
- b) Direct your questions to the Mayor.
- c) Be concise and avoid repeating previous questions.
- d) Conduct yourself in a civil and respectful manner.
- e) Restrict questions to matters on the agenda.

3.3. Meeting Conduct

The Municipal Council is committed to fostering a safe, respectful, and orderly environment for the public to observe, and where permitted participate in, its local government meetings. Please adhere to the following code of conduct in order to help us meet this commitment:

- a) Respect other members of the public, Council and staff.
- b) Refrain from disruptive behaviour that would impede the proceedings.
- c) Comply with directives from the Mayor in a prompt and orderly fashion.
- d) Restrict comments and questions to the appropriate time on the agenda.