



## POLICY

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<b>Public Input at Council and Committee Meetings</b>	
<b>Policy Number:</b> 110-010	<b>Supersedes Policy Number:</b>
<b>Effective Date</b> 2019-07-16 2024-04-16	<b>Approved By Council (Motion Number):</b> 19-07-17 19-04-24

### 1.0 Purpose

The Town of Wolfville is committed to supporting its citizens to become more engaged and better informed on Town matters. This policy provides for the effective management of public input sessions during Council and Committee meetings.

### 2.0 Scope

This Policy is applicable to all Town Council and Committee of Council Meetings.

### 3.0 Definitions

**3.1 Public Input Session** a period of time during public meetings when members of the public can offer their comments and ask questions of Council.

**3.2 Chair** Mayor or designated Chair of a Committee of Council.

### 4.0 Policy

**4.1** At Committee of the Whole (COW) meetings, members of the public will have two opportunities to make comments and ask questions during public input sessions. These sessions are scheduled at the beginning of each meeting after the adoption of the minutes of previous meetings, and towards the end of the meeting after Council has received all the reports. Individual members of the public can speak for a maximum of five (5) minutes during these sessions. The intent of the second opportunity is to provide Council with any new information members may have after hearing the reports, which may help in Council in their decision-making.



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- 4.2** At regular Town Council and Advisory Committee of Council meetings, members of the public will have the opportunity to make comments and ask questions during one public input session at the beginning of each meeting after the adoption of the minutes of previous meetings. Individual members of the public can speak for a maximum of five (5) minutes during this session.
- 4.3** Members of the public will address the Chair directly with questions and comments.
- 4.4** Comments and questions that relate to personnel, current or potential litigation issues, or planning issues for which a public hearing has already occurred will not be answered.
- 4.5** The Chair, in consultation with members of Council, the CAO and/or staff designate, will determine if a question posed can be immediately answered or if it needs to be referred to staff for further follow-up. Any questions not immediately answered will be directed to a staff member for follow-up, either in writing directly to the member of the public with a copy to Council, or in a subsequent CAO Report to Committee of the Whole.
- 4.6** Members of the public participating in public input sessions will conduct themselves in a respectful manner. Should this not occur, the Chair will advise them to end their questions and/or comments immediately.
- 4.7** In order to ensure that no member of the public feels discouraged, intimidated or otherwise prevented from delivering their comments or questions, no shouting from the public gallery, applause or other expressions of emotion will be permitted during public participation sessions.
- 4.8** No audience participation is allowed.
- 4.9** Any persons wishing to attend the meeting virtually must advise the Town Clerk with at least 24 hours' notice to provide for technical set up as per Council & Committees of Council Virtual Meeting Policy 110-014 (section 5.2.3).



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- 4.10** Any persons requiring accommodation are asked to contact staff at Town Hall.
- 4.11** Members of the public are reminded that Policy Number 120-010 Routine Access Policy clarifies which Town records are available routinely upon request.

### 5.0 Policy Review

The Policy will be reviewed every four years from the effective/amended date.

Town Clerk

2024-04-16

Date