



POLICY

Presentations to Council	
Policy Number: 110-015	Supersedes Policy Number: N/A
Effective Date 2024-04-16	Approved By Council (Motion Number): 20-04-24

1.0 Purpose

To establish guidelines for the effective management of presentations at the Town’s Committee of the Whole meetings.

2.0 Scope

This Policy applies to all groups or organizations including all local community organizations, stakeholders, not-for-profit organizations, delegations, federal or provincial government agencies and partners and others which may arise at the discretion of Council who wish to publicly present to Council at a Committee of the Whole Meeting.

For individual public input see policy #110-010 Public Input at Council Meetings Policy.

3.0 Definitions

3.1 Town is the Town of Wolfville

4.0 Policy

4.1 Presentations are made at Committee of the Whole meetings.

4.2 For the purpose of this policy, presentations have been categorized into three groups:

4.2.1 Presentations from the Community includes:

- i. updating Council on local community initiatives, projects, budgets or operations.



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- ii. raising Council's awareness of new community initiatives or projects.
- iii. Celebrating successes and achievements of volunteer based or not-for-profit organizations which have a social, cultural, economic or environmental well-being in their mandate.

These groups shall be allotted fifteen (15) minutes total (*10 minutes for the presentation and 5 minutes for questions*).

4.2.2 Funding requests

Requests for funding shall be allotted fifteen (15) minutes total (*10 minutes for the presentation and 5 minutes for questions*).

4.2.3 Presentations made at the request of Council or Staff

These requests may be allotted more time on a case-by-case basis.

- 5 Committee of the Whole will refer presentations to staff for a report if they involve an expenditure of funds, grant applications, or other action on the part of the Town.
- 6 Any persons wishing to present by virtual means 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.
- 7 Any persons requiring accommodation are asked to contact staff at Town Hall.

5.0 Responsibilities

5.1 Council will:

- i. Identify and approve any changes to Presentations to Council Policy in collaboration with the CAO or designate.

5.2 The CAO/Town Clerk will:

- i. Receive each presentation request.
- ii. Ensure all Council members are informed of the details of each request.



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- iii. In collaboration with the mayor, and Council, decide on the appropriateness of the request and date of COW meeting to receive the presentation.
- iv. Update the agenda packages accordingly including any presentations/reports for pre-circulation.

6.0 Presentation Requirements

6.1 The request to present must include:

- i. a summary of the information of the organization being represented,
- ii. a summary of purpose of presentation, and
- iii. information on any requests being made of the Town.

6.2 Requests to present must be received with at least 14 days' notice of the Committee of the Whole meeting the request is for.

6.3 Presentation slides or material to be handed out to Council must be provided to the Town Clerk at least 24 hours prior to the meeting.

7.0 Policy Review

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

Town Clerk

2024-04-16

Date