



Policy

POL.COR.15.02 Public Meeting Comments Policy

Policy Type:	Corporate Policy (Approved by Council)
Date Approved:	November 9, 2015
Department:	Administration
Staff Report:	FAF.15.42
By-Law No.:	N/A

Policy Statement

Policy direction establishing guidelines on how written comments received in response to public meeting notices are received by Committees, Committee of the Whole, Council and the public.

Purpose

To promote transparency and efficiency in local government with respect to the consideration of written comments from the public and agencies at Committee, Committee of the Whole, and/or Council Meetings in response to public meeting notices.

Application

This Policy applies only to public and agency comments received in response to public meeting notices.

Definitions

Originating Department means the department responsible for circulating the public meeting notice.

Procedures

The following procedures assist in achieving transparency in local government and recognize the invaluable input provided by the public and agencies and promotes efficient Council and Committee meetings.

1. Written comments received in response to a public meeting notice will be compiled by the Administrative Assistant of the Originating Department.
2. On receipt of emailed comments, the Town Clerk will acknowledge receipt of the comments received, and will carbon copy Committee/Council, Senior Management Team and the Administrative Assistant of the Originating Department on the return email. The Administrative Assistant will compile the emails for inclusion in the record of the public meeting.
3. On receipt of mailed, couriered or personally delivered comments, the Clerk's office will scan the comments and send the same to Committee/Council, Senior Management Team and the Administrative Assistant of the Originating Department. The Administrative Assistant will compile the comments for inclusion in the record of the public meeting.
4. The day of the public meeting, the Administrative Assistant will provide the Town Clerk, or designate, with photocopies of all comments received. The Originating Department is responsible for highlighting the key concerns raised in each of the comments received.
5. At the public meeting, the Town Clerk, or designate, will read the names of the person/agencies providing comments, and will read the highlighted portion of the correspondence that states the concerns of the public/agencies. The written comments will not be read in their entirety at the meeting. The names of the public/agencies providing comments will form part of the public record.
6. Written comments received at the public meeting will be scanned and emailed to Committee/Council, Senior Management Team and the Administrative Assistant of the Originating Department immediately following the public meeting.
7. Staff will attach all comments received in response to the Notice of Public Meeting to the follow-up staff report that is provided to Committee/Council on a date subsequent to the Public Meeting for consideration in the matter.

Exclusions

Nil

References and Related Policies

1. POL.COR.07.01 Accountability and Transparency of Town Actions to the Public
2. POL.COR.07.03 Provision of Notice and Manner of Giving Notice to the Public

Consequences of Non-Compliance

Consequences shall commensurate with the severity of non-compliance of this policy.

Review Cycle

This policy will be reviewed each term of Council by the Chief Administrative Officer, Senior Management Team for report to Council in open session.