



Public Comment Period Procedures

A 15-minute public comment period shall be held at the beginning of each Regular Council Meeting and at the end of each Committee of the Whole Meeting (prior to any closed session) for items on the respective meeting's agenda.

Procedures:

- Sign-up sheets for speaking during the public comment period will be available 15 minutes before the start of the meeting. Citizens may not sign up on behalf of others.
- Each speaker is permitted to speak to one (1) item only from the agenda and is limited to three (3) minutes, with a total of fifteen (15) minutes provided for the public comment period.
- Comments must be directed at the Mayor or Presiding Officer.
- Speakers must state their name, address, and subject matter. Anonymous comments will not be accepted.
- Groups are encouraged to appoint a spokesperson to present on their behalf.
- Individuals wishing to speak virtually must pre-register with the Clerk's Department by 4:30 p.m. on the Monday before the meeting.
- Repeated participation in the public comment period by the same individual or group on the same subject will be considered once every six months or at the discretion of Council. Speakers may not use the comment period to reframe or repeat arguments on the same issue by highlighting different aspects or positions of the same topic.
- Comments related to confidential/in-camera matters will not be permitted, including but not limited to litigation, tenders or procurement, labour relations, and any items subject to closed meeting provisions under the *Municipal Act*, 2001, as amended.
- No audio/visual or PowerPoint aids are allowed during the public comment period, but you may circulate documents to Council through the Clerk. Any documents circulated will be received as information and will not form part of the formal agenda.
- All comments, whether made in person or virtually, will be made in a public forum. The name of each speaker and the general nature of the comment will appear in the meeting minutes, which are posted publicly on the Township's website.
- All comments will be received as information unless Council directs otherwise.
- The Mayor or Presiding Officer may deny the floor to speakers who violate these rules, direct their removal from Council Chambers, or recommend that future comments from the individual be submitted in writing only, for a period of time as determined by Council.
- The Mayor or Presiding Chair, upon agreement of Council, can extend the time limit of the public comment period or an individual speaker to accommodate more requests.

For inquiries, contact the Clerk's Department at:
705-526-4204 or clerks@tiny.ca