



Township of North Huron

Town Hall Public Meeting

Subject:	Procedure for Town Hall Public Meeting	Effective:	September 6, 2016
Issued by:	Clerk		

A. **Background**

By-law No. 18-2016 Establishes a Policy to Govern the Calling, Place and Proceedings of the Council and Committees of the Township of North Huron and to Provide Public Notice of Meeting (Procedural By-law).

Section 5.9 of the By-law states that Council will hold a minimum of one (1) Town Hall Public Meeting per year.

B. **Purpose of Meeting**

The purpose of the Town Hall Public Meeting is to provide members of the community an opportunity to speak to Council on matters of interest to them.

C. **Meeting Procedures**

1. The Rules of Order established in the Procedural By-law shall be the Rules and Regulations for the order and dispatch of business for the Meeting unless otherwise noted.
2. Agenda for Meeting shall be as follows:
 1. Call to Order
 2. Declaration of Pecuniary Interest
 3. Presentations from the Public
 4. Adjournment
3. The duration of the Meeting shall be one (1) hour unless extended by motion of Council.
4. Contrary to Section 30 of the Procedural By-law, there will be no live recording or broadcasting of the Meeting on the Township website .

D. Topics for Discussion

1. Topics for discussion are to be within the Township's jurisdiction and may include, but are not limited to:

Suggestions for:

- New initiatives
- Partnerships
- Enhancements or reductions to services
- Future projects

2. Requests for service and/or complaints will not be included as topics for discussion and should be submitted as per the Request for Service/Complaint policy.

E. Presentations From the Public

1. Persons wishing to speak to Council must sign a register at the door prior to the commencement of the meeting.
2. Speaking order will be determined based on the order in which the register is signed.
3. Each speaker will be provided a maximum of five (5) minutes to speak. Speakers will be timed by the display of a timer on a projector screen in the meeting room.
4. Council members may ask questions of the Speaker or Staff for clarification. Some matters may be referred to staff for further investigation.