

Town of Mount Carmel-Mitchell's Brook-St. Catherine's

Citizen Concerns and Presentations to Council

Policy and Procedure

Effective: May 14, 2018

Purpose

1. To improve and maintain the effective and efficient administration of issues, concerns and business relating to the town.
2. To ensure the effective and efficient administration of citizen concerns in a timely and professional manner.

Citizen Interaction with Council

1. Any citizen or person owning property in the town with concerns that they would like to present to council for discussion/direction/consideration shall forward their concern in writing to the town office two weeks prior to the meeting including as much detail as possible so that council can determine how best to proceed if indeed it is a Town matter.
2. Any citizen or person owning property in the town with concerns or information that they would like to present to council in a public council meeting must first inform the town office two weeks prior to the meeting, in writing, of their issue or concern in detail for review and scheduling if Council determines that a presentation is necessary to address the issue raised.
3. All submissions must include the citizen/property owner's name, mailing address, civic number and road name, as well as, telephone contact information and email information if available.
4. Citizens or property owners that have submitted their concerns and/or requests for a meeting time will be informed of council decisions in writing regarding their submission.
5. Citizens or property owners that have submitted time sensitive matters will receive council decisions in writing but if there isn't suitable time available to allow a timely written answer before meeting, the citizen/property owner will be notified by telephone and/or email before receiving formal written reply.

6. Citizens or property owners **may not** address council in a public meeting unless granted permission in writing prior to meeting and then the presenter must speak only to the issue(s) raised and no other issue will be addressed unless Council approves by majority vote of members present.

7. Citizens or property owners must comply with the time allotted by council for their presentation.

Council Direction

1. Council, under the direction of the Meeting Chair, will review and assess written submissions for presentations at public meetings and reply in writing regarding their decision on the request.

2. Council, under the direction of the Meeting Chair, will respectfully listen/watch presentations and question presenters in an organized, professional manner.

3. Under the direction of the Meeting Chair, Council may debate, put forth a motion, vote or defer for later vote on an issue before council if further information or research is needed.

4. Council will ensure that the citizen/property owner is up to date on all information/research regarding their concern.

5. Council will inform citizen/property owner or presenter on any decision made by council in response to their concern(s) in writing in a timely manner.

Reviewed and Approved by Town Council

May 14, 2018

Signed by:


Elaine Nash, Mayor