

## **PUBLIC INQUIRIES PROCEDURE**

**June 2023**

General Public Inquiries shall be limited to five minutes in length per person and to a total duration of 15 minutes for all public inquiries section of the agenda.

The Clerk shall advise the Chair once the prescribed time limit has lapsed.

Attendees wishing to speak shall stand and await approval from the Chair before commencing. Once approval is granted, the attendee shall state their first and last name which the Clerk will record in the minutes. Questions will be taken one at a time, in the order received.

Attendees wishing to ask more than one question shall give all other attendees the opportunity to speak before being permitted to ask a second question.

The Chair shall be given first opportunity to respond to the attendee and may ask members of Council or staff for further input. Questions requiring a lengthy answer, or which require research shall be directed to staff for further review.

The Chair shall have the right to curtail any questions which are not related to an agenda item, that has previously been presented to council or questions which are deemed to be inappropriate, derogatory, or otherwise not suitable for discussion in an open meeting.

This opportunity to speak shall not be used to file complaints of any nature. Attendees wishing to file a complaint shall direct the information to municipal administration staff outside of meeting times.