

**TOWN OF MIDDLETON
CODE A - GENERAL ADMINISTRATION**

Subject: Presentations by Public to Council

Number: 3.5

Coverage: Council & Public

Approved by: Council & CAO

Effective Date : March 4, 1996

Revision Date: August 8, 2006, October 4, 2010

Rationale

This policy is written to provide an avenue for public input in council meetings and guidelines for public presentations. The policy also establishes the manner in which council may respond to such presentations.

Policy Statement

1) All requests for presentations shall be:

- a) delivered in writing to the Chief Administrative Officer by Wednesday before Council/Committee session.
- b) pre-circulated for Council review.

2) Presentations will be limited to:

- a) a maximum of ten (10) minutes.
- b) two (2) at any one session, at the discretion of the Council/Committee.

3) Presenters must be present at start of Public Presentations section of agenda (the beginning of the meeting).

4) Questions raised by presentation/presenter may be answered by Council at a later date, in writing.

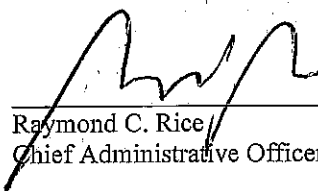
Previous Policies

The previous policy 1/51 "Guidelines - presentations by public to Town of Middleton Council Meetings" dated March 4, 1996 is hereby amended.

Certification

THIS IS TO CERTIFY that this policy was duly passed by a majority vote of the whole Council at a duly called Council meeting held on the 8th day of August, 2006.

GIVEN under the hand of the Clerk and under the seal of the Town of Middleton this 5th day of March, 2007



Raymond C. Rice
Chief Administrative Officer