



PUBLIC QUESTION PERIOD AT REGULAR MONTHLY PUBLIC MEETINGS OF COUNCIL

Procedural Statement

The Town of Port Hawkesbury is committed to open and effective communication with our community members. Among the communications opportunities that are available to the public is the observance at monthly public meetings. Although members of the gallery are not normally entitled to participate in the meeting discussions, an opportunity will be available at the end of each monthly public meeting, immediately preceding adjournment for members of the public, including the news media, to ask questions of clarification relating to the Council's business.

Guidelines

1. The public question period will be held immediately before the adjournment of each monthly public meeting of Council.
2. Questions must relate specifically to the business of the meeting.
3. Speakers will identify themselves to the Mayor before speaking to the meeting.
4. Questions will be directed to the Mayor who will, if appropriate, refer the question to a particular Councilor or staff person for a response.
5. Persons wishing to ask questions will be acknowledged by the Mayor as fairly and equitably as possible. No person will be entitled to speak twice if another person who has not yet spoken is waiting to speak.
6. Only matters relating to the Council's public agenda for that particular meeting will be dealt with during the question period. The decision of the Mayor as to the suitability of any particular subject will be final.
7. Questions which cannot be answered at the meeting will be referred to the Chief Administrative Officer for a written response.