



**Town Council of the Town of Fogo Island
Policies and Procedures**

Policy Topic: Code of Conduct for Public Attendance at Council Meetings		
Policy No:	Motion of Council: 2020-098	Effective Date: August 4, 2020
Section:	Amendment Motion:	Amendment Date:

Purpose

To outline the requirements of individuals attending a regular public meeting of the Town Council of Fogo Island.

Policy

Any member of the public who wishes to address Council shall advise the Town Clerk by 1:00 pm on the Friday preceding the date of scheduled Public Council Meeting to be added to the agenda. They must provide the purpose of their presentation to Council. Each person will be limited to a maximum of five (5) minutes to address Council.

Any delegation wishing to address Council shall advise the Town Clerk by 1:00 pm on the Friday preceding the date of scheduled Public Council Meeting and shall appoint one (1) person to speak on behalf of the delegation, whose name shall be added to the agenda, under **Delegations to Address Council** and shall provide the Town Clerk the purpose of their presentation.

Each person addressing Council or speaking on behalf of a delegation will be limited to a maximum of five (5) minutes to address Council. Exception to this may be provided by unanimous approval of Council. Is the unanimous approval required or just majority?

Individuals addressing Council may respond to questions from the Mayor or Chairperson and the response is limited to a maximum of two (2) minutes. Exception to this may be provided by unanimous approval of Council. Is the unanimous approval required or just majority?

The purpose of making a presentation to Council is to provide information or make a request. Any information or requests made to Council will not be responded to during the meeting but will be taken under advisement to enable Council to undertake the required research prior to Council providing its response. The purpose of presentations is not an opportunity to debate

issues with Council. Any Councillor wishing to request clarification or additional information may do so but all issues must be addressed through the Mayor or Chairperson.

Any person addressing Council shall state his or her name. Remarks shall be confined to their identified issue included on the Agenda and addressed to the Mayor or Chairperson in a courteous tone. Inappropriate remarks or gestures will not be permitted. No individual shall have the right to speak more than the prescribed time limit unless in response to a question from the Mayor, Chairperson or Councillor whose question is addressed through the Mayor or Chairperson. Exception to this may be provided by unanimous approval of Council. Is the unanimous approval required or just majority?

No individual shall interrupt any member of Council or another individual when they are addressing Council. Individuals speaking will immediately stop speaking when the Mayor or Chairperson calls order.

Cell phones and other personal communication devices shall be turned off or set to vibrate during Council meetings and no cell phone conversations shall take place in the Council Chambers during Council meetings.

Recording or taking pictures during a Council meeting is prohibited unless prior approval has been obtained from Council.

Breach of Policy

A breach of this policy may result in the following action being taken:

First Instance: Warning from the Mayor that the individual is in violation of Council's Code of Conduct for Council Meetings and that the actions must cease immediately.

Second Instance: Individuals found to be in violation of Council's Code of Conduct for Council Meetings a second time will be required to apologize to Council. Failure to do so may result in the removal of the individual from Council Chambers. Refusal to comply may result in the adjournment of the Council Meeting and requesting the RCMP to remove the individual.