



The Corporation of the City of Cornwall Town Hall Meetings Policy

Department: Corporate Services – Clerk’s Division
Effective Date: December 14, 2020
Council Approval: December 14, 2020

1. Policy Statement

The Council of the Corporation of the City of Cornwall has identified community consultation and participation as key priorities. Town Hall Meetings have been implemented to allow an open dialogue between residents and Council for a free exchange of ideas and information in an informal atmosphere.

2. Purpose

Town Hall meetings are to be based on a Question and Answer format with all members of the public welcome to pose questions and provide comments to Members of Council. However, all participants (Member of Council and the public) are expected to adhere to the meeting guidelines at all times.

3. Meetings

- a) Meetings may be held on dates designated by Council.
- b) The location may alternate between community facilities within the City of Cornwall.
- c) Meetings are to take place between 7:00 p.m. to 9:00 p.m. or as designated by the Chair.
- d) Meetings are to be chaired by the Mayor or designate.

- e) Meetings will be broken down in two sections. The first section will be comprised of current subjects on which members of Council would like to get public feedback. The second section will be comprised of subject member of the public would like to speak about.
- f) For the first section, where Council is looking for feedback, members of the public need not register but can attend and raise their hand to be recognized.
- g) For the second section, those wishing to address Council on a specific matters, must register to be added to the Agenda and must submit their questions, comments, concerns, feedback, or proposals to the City Clerk no later than 4:00 p.m. on the Tuesday before the upcoming Town Hall Meeting.

4. Meeting Format

- a) Chair opens meeting with introductory remarks
- b) Introduction of Council Members in attendance
- c) Review of Town Hall Meeting Guidelines
- d) Open floor to questions, comments, concerns, feedback, and proposals from the public
- e) Closing remarks by Chair
- f) Adjournment

5. Town Hall Meeting Guidelines

- a) Every member of Council shall conduct themselves with decorum and professionalism at all Town Hall Meetings in accordance with the provisions of the Procedural By-law, the Code of Conduct, and other applicable law.
- b) Members of Council and of the public shall foster a climate of mutual respect.
- c) In order to promote respect, members of Council and of the public shall listen to the ideas of each other without judgment, seek to understand the unique challenges to each other's viewpoints, provide constructive

feedback when necessary, and encourage a collaborative relationship based on trust, kindness, and respect for individual perspectives.

- d) Town Hall Meetings are not a statutory requirement of Council. They are offered as an added opportunity for dialogue with the community grounded in the principles of transparency, responsiveness, participation, and collaboration.
- e) Breach of decorum may result in the microphones being turned off and/or the participant being asked to leave the meeting.
- f) All questions and comments are to be directed through the Chair and then to each member of Council for comment as appropriate.
- g) The Chair will designate who has the floor. Participants are asked not to interrupt or distract a speaker. The Chair may interrupt only to raise a point of order.
- h) Speakers are limited to three (3) minutes.
- i) Members of the public are limited to speak once.
- j) While members of the public may speak on any subject, Council cannot discuss items that reflect an identifiable individual, solicitor-client communications, or any other item dealt with under the open meeting exceptions as per the Municipal Act, 2001.
- k) Members of Council may discuss Municipal issues but may not advance Municipal business. A Councillor may take an item to a Regular Committee of the Whole meeting under New Business or Notice of Motion at a Regular Meeting of Council as per the Municipal Procedural By-law.

Members of Council may discuss issues at a Town Hall Meeting but cannot make decisions, cannot not advancing Municipal business and cannot make motions. A Town Hall Meeting is a forum where members of the public have an opportunity to raise issues to members of Council. If there is a specific issue that Council wishes to deal with, a member of Council must introduce it at a Regular Meeting of Council to be dealt with.

- l) Members of Council will make every effort to respond to all questions and comments. Where a Council member does not have all the relevant information at hand, information may be provided to the member of the public after the meeting or brought forward through the Committee of the Whole process.
- m) Members of Administration are encouraged to attend the Town Hall Meetings, however, will not be permitted to participate.
- n) The Chair is responsible to ensure all participants comply with the Meeting Guidelines.

6. Electronic Participation – Emergencies

Members of Council may participate electronically during any period where an emergency has been declared to exist in all or part of the municipality pursuant to the Emergency Management and Civil Protection Act.

X



Bernadette Clement
Mayor

X



Maureen Adams
Chief Administrative Officer