

City Council Meeting Public Presentation Policy

The following proposals are being brought forward to help in structuring city council meetings to make them more efficient while ensuring that citizens' public presentations and concerns are still heard.

- Public Presentations will be limited to 3 minutes
 - A timer will be used for ensuring appropriate time is allowed
 - No discussion is allowed until the presentation is finished (including council members and the mayor)
 - City council members and the mayor reserve the right to ask follow up questions after the public presentation is over
 - Special meetings/circumstances may require a longer public presentation time and will be granted by city council approval
- Presenters are encouraged to provide handouts for important information
- Presenters will be asked how they would like a response (phone call, email, letter, or in person)
- A response will be provided within 10-14 business days from the public presentation
- Special meetings/circumstances may be the exception for not having public presentations available with city council approval
- Please notify the mayor at least a week before the next city council meeting to get your public presentation on the meeting agenda
 - Public presentations that are added to the agenda will take priority over those that are not within the notification guideline
 - Public presentations that do not meet the notification guideline can be tabled until the next council meeting at the discretion of the city council due to time availability