



**Municipality of the County of Kings**

**Presentations to Committee of the Whole**

|                               |                |                              |                 |
|-------------------------------|----------------|------------------------------|-----------------|
| <b>Policy Category</b>        | Administration | <b>Most Recent Amendment</b> | October 1, 2024 |
| <b>First Council Approval</b> | June 5, 2012   | <b>Future Review Date</b>    | October 2028    |

**1. Purpose**

To establish guidelines for presentations to Committee of the Whole meetings.

**2. Scope**

This Policy governs presentations from local or regional community organizations, professional associations, not-for-profit organizations, delegations, federal or provincial government agencies, and municipal partners. Exceptions may arise, if deemed appropriate by the Chief Administrative Officer (CAO) and Mayor.

For the purposes of this Policy, comments from individual members of the public are not considered presentations and are governed by Policy ADMIN-01-003: Comments from the Public.

**3. Definitions**

3.1 **Chief Administrative Officer (CAO):** means the Chief Administrative Officer of the Municipality of the County of Kings, whose duties and responsibilities are set out in the *Municipal Government Act*, 1998, c. 18, s. 1;

3.2 **Electronic Copy:** digital versions of information, such as PowerPoint, Canva, Google Slides, Impress, or Keynote, produced on a computer and saved to a Flash drive or attached to an email. Also, a paper document that has been scanned and converted to a computer file, typically Microsoft Word or Adobe PDF.

3.3 **Flash Drive:** a small electronic device containing flash memory that is used for storing data or transferring it to or from a computer, digital camera, etc. Also known as a Jumpdrive, Thumbdrive or USB Drive;

3.4 **Hard Copy:** a printed version on paper of data held in a computer;

3.5 **Municipal Clerk:** means the Municipal Clerk of the Municipality of the County of Kings, whose duties and responsibilities are set out in the *Municipal Government Act*, 1998, c. 18, s. 1.

**4. Policy Statements**

4.1 To ensure that the regular business of Committee of the Whole may be conducted, the agenda is limited to a maximum of three presentations per meeting.

- 4.2 Each presentation is allotted 20 minutes in total; 10 minutes for the presenter to present and 10 minutes for questioning from Committee of the Whole. Exceptions may arise, if deemed appropriate by the CAO and Mayor when the presentation is scheduled.
- 4.3 Presentations made at the request of Committee of the Whole or staff may be allotted more time on a case-by-case basis.
- 4.4 The content and form of presentations should be designed to meet any or all of the following goals:
  - updating Committee of the Whole on local community initiatives, projects, budgets, or operations;
  - raising Committee of the Whole's awareness or support of new community-based organizations or agencies; and/or
  - celebrating achievements of volunteer-based agencies or not-for-profits which have social, cultural, economic, or environmental well-being in their mandate.
- 4.5 As a rule, Committee of the Whole will refer presentations to staff for a report if the presentation deals with a request from the Municipality for expenditure of funds, grant applications, or other action on the part of the Municipality.
- 4.6 Any persons requiring accommodation are asked to contact staff at the Municipality of the County of Kings.
- 4.7 In exceptional circumstances, a virtual presentation may be permitted. Any persons wishing to present by virtual means must advise the Municipal Clerk with at least 24 hours' notice to provide for technical set up per ADMIN-01-022: Virtual Meetings Policy.
- 4.8 If more than one person appears representing a group or association in relation to a particular item, Committee of the Whole may:
  - require a designated spokesperson to speak on behalf of the group or association so appearing, or
  - allow more than one presenter, with the groups understanding that the presentation is still limited to 10 minutes.
- 4.9 The CAO may refuse to schedule a presentation if the person requesting the opportunity to make a presentation to Committee of the Whole has made a presentation on the same subject matter on at least two other occasions within the six-month period immediately prior to the request. When reviewing the request, the CAO shall consider whether there have been any significant developments in the subject matter since the person's last appearance or whether the presenter has demonstrated new information to provide to Committee of the Whole.
- 4.10 Committee of the Whole has the authority to prevent a person from starting or continuing a presentation if the conduct of the presenter is or could be considered abusive, intimidating, harassing or disrespectful to Committee of the Whole, staff, or any third party.

- 4.11 Committee of the Whole, under exceptional circumstances, has the authority to waive any or all of the provisions of this Policy to allow or to receive a presentation from a member of the public present at a Committee of the Whole meeting.

## Presentation Requirements

- 4.12 Presenters must submit a brief summary using the report template attached to this Policy.
- 4.12.1 The summary must include the following:
- Indication as to who will be presenting to Committee of the Whole and on what matter they wish to present;
  - information on the organization being represented;
  - a summary of what will be discussed; and
  - information on any requests.

## Procedure

- 4.13 A properly completed Request for a Presentation to Committee of the Whole Form containing a summary of the presentation must be received by the Municipal Clerk a minimum of two weeks prior to the meeting. If it is not received on time, the presentation will not be placed on the agenda.
- 4.14 The Chief Administrative Officer or designate shall review all requests for presentations and determine at which meeting the presentation can be made.
- 4.15 Prior to placing a presentation on a Committee of the Whole agenda, the Chair of the meeting shall approve the adding of the presentation to the agenda.
- 4.16 The Municipal Clerk will inform the group that they are on the agenda for the upcoming meeting at least five days in advance of the meeting.
- 4.17 A Hard Copy or Electronic Copy of the presentation must be submitted to the Municipal Clerk by 4:30 p.m. the Friday before the meeting and must meet any provided criteria for accessibility under section 4.6 of this Policy.
- 4.18 Presentations on Flash/USB Drives and CDs cannot be introduced and used at the time of the meeting.
- 4.19 If a presenter has additional information they would like to share with Committee of the Whole after their presentation, they shall forward the information to the Municipal Clerk, and the information will be distributed to Committee of the Whole via e-mail if deemed appropriate.

## **Responsibilities**

- 5.1 Municipal Council will:
- 5.1.1 ensure the Municipality has a current and comprehensive Policy for Presentations to Committee of the Whole; and
- 5.1.2 review and amend this Policy as required.
- 5.2 The Mayor will:
- 5.2.1 Identify necessary revisions to this Policy in collaboration with the CAO; and

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# ADMIN-01-010

5.2.2 approve each presentation before it is added to the agenda in collaboration with the CAO.

5.3 The Chief Administrative Officer will:

5.3.1 implement this Policy; and

5.3.2 identify and propose revisions to this Policy.

5.4 The Municipal Clerk will:

5.4.1 receive all presentations;

5.4.2 add presentations to the Committee of the Whole agenda, once approved by the CAO and Mayor; and

5.4.3 keep record of all presentations.

## 5. Amendments

| Date            | Amendments   |
|-----------------|--|
| August 16, 2016 |  |
| October 1, 2024 | Migration to new template. Addition of definitions, and procedure. Provisions for denying requests and discontinuing presentations due to the presenter behaving in an abusive, intimidating, or disrespectful manner. |



MUNICIPALITY *of the*  
COUNTY *of* KINGS

## MUNICIPALITY OF THE COUNTY OF KINGS

# Guidelines to Presentations to Committee of the Whole

### **Date and Time:**

The Committee of the Whole meets on the third Tuesday of every month. Presentations are scheduled based on how many requests have been received and whether any are time sensitive.

Meetings start at 9:00am and presentations are normally scheduled between 9:00-11:00 a.m. Please note the scheduled times may vary. If you wish to lock in the time of your presentation (e.g., in case you expect people to attend at the scheduled time to hear the presentation), please specify this at the time of booking.

Presenters have 10 minutes to present and 10 minutes for questioning from Councillors.

**Please keep presentations to a maximum of 10 minutes unless otherwise approved.**

### **Presenters Must Submit a Brief Summary:**

- Please complete the form on page 2 and return to the contact person below.
- The summary must include information on the organization being represented, a summary of what will be discussed, and information on any requests.
- The summary must be received by the requested deadline prior to presenters' date/time being confirmed. Presenters will be notified of the deadline when their presentation request is received. If the summary is not received, presenters cannot be scheduled on the agenda.

### **If Presenters Have Electronic Aids (PowerPoint etc.):**

- The electronic presentation must be e-mailed to the contact person below no later than 4:30 p.m. on the Friday before the scheduled presentation.
- Presentations on flash drives and CDs cannot be used.
- Once submitted, last minute changes to the presentation cannot be made without sufficient notice.

### **Please Submit Presentation Materials and Presentation Form to:**

Janny Postema  
Municipal Clerk  
Municipality of the County of Kings  
Tel. (902) 690-6275  
Fax (902) 678-9279  
[jpostema@countyofkings.ca](mailto:jpostema@countyofkings.ca)

**Presentation to Committee of the Whole**

**Subject:**

**Organization:**

**Name of Presenter(s):**

**Date:**

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**Organization:**

**Discussion:**

**Request:**