



**POLICY TITLE:** PRESENTING TO COUNCIL POLICY

**POLICY NUMBER:** 2026 – 01

**VERSION NUMBER:** 2.0

**DATE APPROVED:** APRIL 1, 2026

**EFFECTIVE DATE:** APRIL 1, 2026

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Policy Statement:

At Fundy Shores, we believe that every person is welcome to provide public input into local government issues. This belief and practice plays an important role in Fundy Shores being an open, transparent and responsive level of government. The policy below sets out the expectations for individuals or groups presenting to Council or attending meetings of Council to ensure an respectful, fair and orderly meeting.

Scope:

This policy applies to all individuals, groups, organizations, employees, elected officials, volunteers, contractors, students, and others wishing to speak during a meeting of Council.

Respectful Communication

- All presenters must schedule their presentation in accordance with the procedural by-law
- Persons, groups, organizations etc., wishing to speak as a presenter or during open session, must follow this policy.
- All presenters and attendees are expected to treat Council members, staff, and other participants with courtesy and respect.
- Comments should focus on issues, not individuals. Personal attacks, discriminatory remarks, or offensive language will not be tolerated.
- Presentations should be made in a calm and professional manner.

Speaking to Council

- Presentations must be directed to the Chair of the meeting and not to individual members or staff.
- The Chair of the meeting will recognize each presenter in turn and may limit speaking time to ensure all voices can be heard in accordance with the procedural by-law.
- Questions from Council may follow a presentation, but Council nor presenters are to interrupt or engage in debate.

Orderly Conduct

- Disruptive behavior, shouting, or interruptions of Council business are not permitted.
- Applause, booing, or other forms of demonstration are discouraged, as they may interfere with proceedings.
- Anyone who fails to follow this policy may be asked to leave the meeting.

Accessibility and Inclusion

- Fundy Shores values the participation of all community members.



- Accommodations are available upon request to ensure everyone can take part meaningfully and respectfully.

Confidentiality and Privacy

- Presenters should avoid sharing personal or private information about others during their remarks.
- Matters involving identifiable individuals or confidential issues should be discussed privately with staff, not in open session.

Commitment to Constructive Engagement

- The goal of public participation is to contribute to informed, thoughtful decision-making.
- Presenters are encouraged to offer clear, factual, and solution-oriented input to support the community's best interests.

Contact:

For more information or if you have any questions about this policy, please contact the Chief Administrative Officer for the Rural Community of Fundy Shores

Version Number	Editor	Changes	Date
1.0	Linda Sullivan Brown, CAO Fundy Shores	Initial Draft	October 14, 2025
2.0	Linda Sullivan Brown, CAO Fundy Shores	Draft Changes	February 9, 2026

Approval & Adoption

This Presenting to Council Policy has been approved by Rural Community of Fundy Shores on April 1, 2026. It shall be implemented and adhered to by all relevant stakeholders to ensure responsible and respectful pathway for individuals wishing to present to Council.

Annotation for Official Policy Book

This is to certify that the foregoing is a true and accurate copy of the Presenting to Council Policy for the Rural Community of Fundy Shores, which was adopted by Council at its duly convened meeting held 1<sup>st</sup> day of the April, 2026.

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 Linda N. Sullivan Brown  
 Chief Administrative Officer/Clerk  
 Rural Community of Fundy Shores

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 Date