



The Municipality of **Lambton Shores**

The Municipality of Lambton Shores

Policy: # 34
Effective Date: 2005 11 07

Dealing with Requests from Residents for Information

In order to provide directions for persons seeking information from the Municipality, and information on attendance/protocol for Council meetings, the following policy is established:

Request for Information/Decision when there is an Existing Policy

When there is an existing policy in place to deal with an issue, staff will reply directly to a request from the public. If the person is not satisfied with the municipal policy or the response provided, there is an opportunity to appeal to Council.

Administration Office
7883 Amtelecom Pkwy.

Forest, Ontario
NON IJO

786-2335
1-877-786-2335

Treasury Office
4 Ontario Street
P.O. Box 340
Grand Bend, Ontario
NOM ITO

238-8461
1-866-295-8232

Community Services
9575 Port Franks Road
R. R. # 1
Thedford, Ontario
NOM 2NO

243-1400
1-866-943-1400

Council to Render a Decision:

If it is not possible for staff to resolve the issues, you may appeal to Council for a decision. This is initiated when information on the issue is provided in writing to the Clerk. In your correspondence, please indicate if you wish to appear as a delegation. If you do not indicate this, your letter will be placed on the Council's agenda without an appearance scheduled.

In your correspondence, describe the nature of the problem or issue as completely and as concisely as possible. Please ensure that the information is legible, preferably typed, and that it includes your name, address, postal code and telephone number.

Your information can be sent to: Municipality of Lambton Shores, Mayor and Council, 7883 Amtelecom Parkway, Forest, Ontario NON IJO, by fax to (519) 786-2135 or by e-mail to clerks@lambtonshores.ca

Deadlines for Submission of Information for Council

Full information for the delegation will be required no later than 11:00 a.m. 7 days prior to the Council meeting.

Appearing as a Delegation before Council

If you have requested a delegation before Council, you will be contacted by the Clerk's office to arrange a convenient time and date.

Delegations

Please plan to arrive 10 minutes prior to your scheduled time, as Council may be ahead of schedule. Delegations may sit in the gallery, and the Mayor will announce the presenter and invite him/her to the table. Delegations are allocated 10 minutes for the presentation. When a group or organization is making a delegation, it is preferable if a spokesperson is designated to present on behalf of the group. Standard rules of order will apply to delegations. Note: Offensive or obscene language is not permitted.

After the Delegation has been heard:

The goal of Council is to deal with items as expeditiously as possible. Therefore, after Council has listened to the presentation, and asked any questions they may have, the issue will be discussed amongst the members. If Council is satisfied that all information has been provided and the issue fully debated, a motion will be put forth, and a decision made.

Public Participation Meetings:

Public participation meetings are specifically advertised for specific purposes, such as planning amendments for Official Plan or Zone Amendments, Minor Variances or Consent applications. Anyone in attendance will be provided an opportunity to speak. If a person or group makes a presentation at the meeting, it is recommended that a copy of the presentation be filed with the Municipality for inclusion in the record of the meeting.

Public Meeting Procedure:

There are times when Council seeks the input from the community on specific items, and a special public meeting will be held. Notice of the public meeting will be provided in the "Living in Lambton Shores" and on the Municipal website. The meeting chair will explain the purpose, and any specific rules of order for the meeting. After the initial presentation, comments will be requested from the audience – Speakers are asked to provide their name and address for the record, and identify any group they are representing if applicable. There will be an

opportunity for items to be clarified, but there will not be an opportunity for a debate. Once all the public input has been received, the Chair will close the public meeting.

Public Meeting Procedure – Planning Applications:

The meeting chair will invite the applicants to the table, and will ask staff to present the Planning Report. The applicant will be provided an opportunity to provide additional information, and the rationale for the request. Members of Council or the Committee will ask questions for clarification from the applicants or the staff. Input is then requested from the audience – Speakers are asked to provide their name and address for the record, and identify any group they are representing if applicable. The applicant and/or staff will be provided an opportunity to rebut or clarify issues.

Once all the public input has been received, the Chair will close the public portion of the meeting. A motion will be made, and if seconded, debated and put to a vote. The motion can be to provisionally approve the application, deny the application, provisionally approve the application with modifications, or a decision on the application could be deferred.

Once approved, Planning applications are subject to a mandatory appeal period, before final approval can be granted.

Discussion Period

During the Council meetings time will be designated for a “Discussion Period”, which is intended to allow those persons in the audience an opportunity to request clarification on issues in the agenda that had been discussed during the meeting.