



Township of Perry

Town Hall Meeting Terms of Reference

A Town Hall meeting is being implemented to allow an open dialogue between residents and Council for a free exchange of ideas and information in an informal atmosphere.

The Town Hall meeting is based on a Q & A format with all members of the public welcome to pose questions and provide comments to Council members. Members of Council will participate on a voluntary basis and there is no formal Agenda. However, all participants (Council members and the public) are expected to adhere to the following governing principles and meeting guidelines at all times.

Governing Principles

- The Town Hall meeting will maintain a welcoming, inclusive atmosphere at all times regardless of any individual's perspective. All participants will be treated with respect and courtesy.
- The Town Hall meeting is not a statutory requirement of Council. The meeting is being offered as an added opportunity for dialogue with the community grounded in the principles of transparency, responsiveness, participation, and collaboration.

Meeting

- The meeting is to take place on Wednesday, September 6th in the Perry Council Chambers
- The meeting is to take place between 6 pm – 7 pm or closed at the call of the Chair.
- The meeting will be chaired by the Mayor or designate.

Meeting Format

- Chair opens meeting, introductory remarks (including statement of Governing Principles)
- Review of Town Hall Meeting Guidelines
- Open floor to questions/comments/feedback from the public
- Closing remarks – Members of Council
- Closing remarks - Chair
- Adjournment

Town Hall Meeting Guidelines

- Town Hall meetings are to be conducted in the spirit in which they are intended – an open dialogue and free exchange of ideas in a welcoming, inclusive and productive atmosphere.
- All participants, both members of Council and the public are responsible for maintaining an orderly meeting, free from indecent or insulting language, name calling, assigning blame, personal attacks or condemning the motives of others.
- Any participant persisting in breach of decorum will receive a warning. Continued breach will result in the participant being asked to leave the meeting.
- All questions/comments will be directed through the Chair to be delegated to each Council member for comment as appropriate.
- Every effort will be made to allow all those who wish to speak an opportunity to do so.
- 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.
- Speakers are limited to 5 minutes at the discretion of the Chair.
- Members of the public are limited to speak once. If no other members of the public wish to speak, the Chair will determine whether speakers will be heard again.
- 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 In-Camera, as per the Ontario Municipal Act.
- Council members may discuss Municipal issues however there can be no advance of Municipal business. A Councillor may take an item to a future Council meeting for discussion as new business.
- Council members 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 at a future Council meeting.
- The Chair is responsible to ensure all participants comply with the Meeting Guidelines and Governing Principles.