

	POLICY / PROCEDURE	No.	7.12
	Question Period Policy	Effective Date	December 13, 2022
		Revision Letter	
		Council Approval	Resolution 2022-21-07

1.0 Purpose

The purpose of this policy is to set out guidelines for question period held during open meetings of Council.

2.0 Scope

This policy applies to question period held during open meetings of Council, Council committees, and commissions.

3.0 Procedure

- 3.1 Council may include question period on the agenda of open meetings of Council, Council committees, and commissions.
- 3.2 When question period is included on the agenda of an open meeting, the following process shall be followed:
 - a. Question period shall be placed on the agenda immediately before the recess to the in-camera portion of the meeting unless Council amends the agenda.
 - b. A maximum of 15 minutes will be allotted to question period.
 - c. Prior to asking their question, each person must state their name and their municipality or district and electoral area of residence, or, if representing a business or not-for-profit organization, the organization’s name and address.
 - d. Only questions directly pertaining to matters discussed during the meeting are permitted.
 - e. The Chair will recognize the questioner and will direct the question to the member of Council best able to respond.
 - f. More than one Councillor may respond to any question.
 - g. Questions must be questions and not statements of policy or opinion.
 - h. Not more than two separate subjects will be accepted from any individual.
 - i. Questions from members of the press will be given priority over questions from members of the public.
 - j. Persons attending a meeting electronically may ask a question by using the “raise hand” feature of the meeting platform or may enter their questions in the chat or Q&A to be read by the Corporate Office or Chair.
 - k. Meeting minutes will identify the questioner and broadly summarize the topic of the question but will not include details of Council’s response to the question.

4.0 Definitions

5.0 Responsibilities

- 5.1 The meeting chair is responsible for ensuring that question period procedure is followed.
- 5.2 Council is responsible for reviewing and updating the policy as needed.

7.0 Document Approvals

Role	Position	Name of Approver	Approval Signature	Date Approved
Owner	Corporate Officer	Gwendolyn Kennedy		December 13, 2022
Reviewer	Chief Administrative Officer	John Simcock		December 13, 2022
Final Approver	Mayor and Council	Mayor Martin Elphee		December 13, 2022

8.0 Revision History

Effective Date	Rev Letter	Document Author	Description of Change