



Title: Citizen Attendance at Committee Meetings Policy

Policy Number: 021

**Resolution Number: 07-217
Date Approved: May 15, 2007**

PURPOSE:

To define and set forth a procedure for citizens who wish to make representation at a Privileged Committee Meeting.

AUTHORITY:

- Council Discretion

PROCEDURE:

Should a citizen of the Town of Conception Bay South wish to address a Committee of Council, the following procedure will be followed:

1. A request must be made in writing and sent to the Director of the appropriate department.
2. The Director will include the correspondence on the next Committee agenda for review and consideration by the Committee.
3. The resident will be advised if he/she may make representation to the Committee and if so, the date and time of the Committee Meeting they are to attend.

Citizens will not be permitted to address a Committee of Council or attend a Privileged Committee Meeting without proper authorization.

REVISION HISTORY:

Revision:	Author:	Change Made:	Date: