

**THE NIAGARA PARKS COMMISSION**  
**GUIDELINES FOR COMMISSION MEETINGS**

All meetings of The Niagara Parks Commission will be held in accordance with By-law No. 1 and By-law No. 2, Conflict of Interest as approved by the Commission. The following guidelines are supplementary to these by-laws and are provided to assist with the interpretation and implementation of the provisions of these by-laws.

**Open Meetings**

- 1) In accordance with the by-laws of the Commission and as determined by the Commission, regular meetings and designated special meetings of the Commission will be held in open session. Meetings held in open session are open to the public and media.

In camera sessions (meaning closed sessions) may be held at the end of the public segment of each regular or designated special meeting of the Commission. Members of the public and media will be excused from the in camera portion of the meeting.

All Committee meetings of the Commission will not be held in open session.

- 2) Public notice of all regular and designated special meetings of the Commission held in open session will be posted on the NPC website at least two days before the meeting. The notice for these open meetings will include the place, date and time of the meeting. The meeting agenda and reports for the open session will be posted once approved by the Chair.
- 3) Members of the public and media may attend open meetings of the Commission as observers but will not be invited to participate in the meeting discussions, subject to the provisions with regard to delegations/presentations.
- 4) Media may attend and report on Commission meetings; however, no photographic, television and/or taping equipment will be permitted at any meetings. Cell phones and similar devices must be turned off to ensure the proceedings are not interrupted.
- 5) The Chair of the meeting may exclude members of the public for improper conduct.
- 6) Minutes of a meeting held in open session will be presented for approval at a subsequent open meeting of the Commission.
- 7) Approved minutes of Commission meetings held in open session will be posted on the Commission's website.

## **Delegations/Presentations**

- 8) Any person, group of persons or organization wishing to address the Commission during the open portion of an upcoming regular Commission meeting must submit written notice of the request to the Chair. This written request must be received at least ten (10) days before the date and time of the regular Commission meeting.

Written notice must include the person's name, address, telephone number, and reasons for the presentation. The request must also include a written brief of the presentation which will be presented to the Commission. A summary of this brief may be included in the minutes of the Commission proceedings.

To address the Commission, delegations are requested to submit the request form available on the Commission website or through the Office of the Chair. The request form can be submitted on-line, mailed or delivered by other means.

- 9) The Chair, acting reasonably, will determine whether to hear presentations. He/she may determine if it would be more appropriate for the individual or group to address a specific Committee of the Commission, the Commission in camera, or other individual or group representing the interests of the Commission. The Chair, acting reasonably, may refuse to hear a presentation if it is deemed that the topic of the presentation is outside of the jurisdiction of the Commission or in contravention of the by-laws of the Commission. Persons who do not receive approval to address the Commission will be so notified and will be advised of the reasons for the decision.
- 10) Commissioners will be informed of all requests received by the Chair from those wishing to address the Commission. The Chair will inform Commissioners of decisions made regarding these requests.
- 11) Delegations wishing to address the Commission concerning labour relations, union negotiations, employee relations or any other human resource matter will not be heard at Commission or Committee meetings. All signed written submissions received by the Chair concerning these matters will be referred to the General Manager.
- 12) Presentations will be limited to not more than five (5) minutes, unless otherwise determined by the Chair, acting reasonably, to permit a presentation up to a maximum of ten (10) minutes. The size of any delegation will be limited to three (3) persons and one (1) speaker for the delegation will be permitted to make a presentation of not more than five (5) minutes or up to a maximum of ten (10) minutes as determined by the Chair, acting reasonably.
- 13) Requests to address the Commission will be considered generally in the order of receipt of the requests.
- 14) No more than two presentations will be heard at any meeting of the Commission. The presentations will be heard at the beginning of the agenda. All presentations will be

received at the meeting, and the Commission may respond at a date convenient to the Commission.

- 15) No person or group may address the Commission concerning an agenda or non-agenda matter if the person or group has addressed the Commission concerning that matter during the previous twelve (12) months, unless new and a substantial change in information on said matter is being presented. This new information must be outlined in the written request to address the Commission and included in the presentation brief. The Chair, acting reasonably, will determine if the submission represents new and a substantial change in information sufficient for an additional presentation.

### **In Camera Meetings**

- 16) The Commission will also hold meetings in camera in accordance with By-law No. 1 of the Commission and as determined by the Commission. These meetings are not open to the public or the media.
- 17) The separate agenda for in camera sessions of the Commission will be prepared for distribution to Commission members and designated staff.
- 18) Voting on items presented in an in camera session of the Commission shall take place according to the regular provisions governing the Commission's proceedings.
- 19) Minutes of an in camera meeting will be presented for approval at a subsequent in camera Commission meeting.
- 20) All information, documentation or deliberation received, reviewed or taken in an in camera session of the Commission shall remain confidential unless otherwise agreed upon by the Commission in camera by resolution for report at an open session of the Commission. Any disclosure of information must be in accordance with the provisions of the *Freedom of Information and Protection of Privacy Act*.

Approved minutes of Commission in camera meetings will be held in confidence unless otherwise agreed upon by the Commission in camera by resolution for report at an open session of the Commission.

Commissioners are not to disclose or release by any means to any member of the public either by verbal or written form any confidential information acquired by virtue of their office, except when required to do so by law.

Commissioners are not to permit any persons other than those who are entitled thereto to have access to information that is confidential.

No Commissioner may make any statement about in camera matters to the media or the public in his/her capacity as a Commissioner unless such statement has been authorized by the Commission or Chair.