

Process for “Town Hall” Meetings

New “Town Hall Style” Committee of the Whole meetings will occur quarterly and include a dedicated open public comment and question-answer period with Council on municipal matters.

These meetings replace informal Public Open House meetings that were held with two members of Council. The new Town Hall segment will provide structured and recorded meetings to offer collaborative public participation and consistent dissemination of information. They also provide a forum for Committee Members (Council) to consider community concerns and issues in a single, organized setting supported by staff.

If a matter brought to the Committee during a Town Hall meeting is flagged as requiring further consideration or information, the Committee may make a recommendation for staff to bring it forward to a future Council meeting for further discussion.

All meetings are recorded and will be available on the Town of Qualicum Beach [website](#), which also increases opportunities for public awareness on important community matters raised at the Town Hall meeting.

Speakers’ Process

To ensure a smooth and organized discussion, the following guidelines will be in place:

- Individuals wishing to speak must register using the sign-up sheet provided and give their name, municipality of residence, and topic of discussion.
- Speakers will be called upon in the order they registered.
- Each speaker will be given three minutes to ensure everyone has an opportunity to speak within the allotted time.
- Council and staff will be provided an opportunity to respond.
- If time permits, speakers may be invited to speak again, by raising their hand and being called on by the Chair.
- Council and staff will not engage in debate with members of the public.

Respectful Conduct

The Town requires all meetings of Council and Committee of the Whole to be a safe place where individuals feel comfortable addressing Council with a diverse range of opinions and concerns. Individuals in the gallery will refrain from any outbursts, in support or opposition, of comments provided. This includes cheering, applauding, booing, etc.

The Town requires that all individuals speak respectfully. There will be no tolerance for language, tone or body language that is hurtful or inappropriate.

At the discretion of the Chair, individuals conducting themselves in a disrespectful manner will be cut-off from speaking and may be asked to leave if the behaviour continues. This process maintains an efficient, transparent and accountable governance structure supported by effective means for the public to engage directly with Council in a forum that is both safe and respectful.

Matters to be Discussed

The Chair will not permit public comment on the following:

- Matters outside of municipal jurisdiction, except to refer the matter to the appropriate jurisdiction or authority.
- Matters related to subjects prohibited from discussion in open meetings by Section 90 of the *Community Charter*, including legal matters, bylaw enforcement and land use applications.
- Matters prohibited from disclosure by any other legislation or enactment.

Upcoming Town Hall Style Meetings

- The following 2025 Committee of the Whole meetings will provide a “Town Hall” segment:
February 26, 2025 – Council Chambers, 10 am
- May 21, 2025 – Council Chambers, 10 am
- July 23, 2025 – Council Chambers, 10 am
- October 6, 2025 – Council Chambers, 10 am

With this new Town Hall meeting style, the Town will support good governance, safe and effective public engagement, and dissemination of consistent information.

- Note:
1. The Town Hall meeting is not intended to replace the opportunity for requests/inputs via the Public Inquiry System.
 2. Any issue of safety or liability should be reported as soon as possible and not saved for a quarterly Town Hall or other Committee of the Whole.