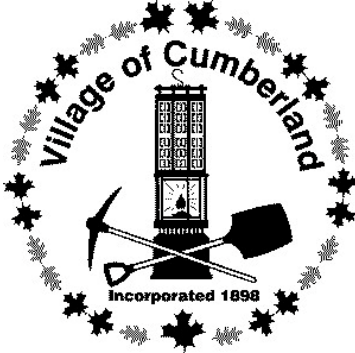


COUNCIL POLICY



Title: Village Roundtable Terms of Reference	No. 1.15
Adopted Date: February 12, 2024	Section: Administration
Amended Date:	Motion No.

The purpose of the Village Roundtable is to provide an informal forum for community members and members of Council to discuss ideas, concerns, and solutions on a variety of topics related to the well-being, quality of life, and economic health of the Cumberland community.

Roundtable discussions will provide an informal means for individual Council members to hear from and discuss ideas with members of the community. Roundtable discussions will not result in any recommendation to Council nor be presented to Council or Village staff for action.

Each Roundtable forum will have a discussion topic identified for that meeting. Topics will be determined by the Mayor in consultation with the Chief Administrative Officer. Council members are welcome to suggest Roundtable topics to the Mayor.

Format of Roundtables

Village Roundtable meetings are open to the public and held in the Council Chamber.

There are no appointed members. Individuals who live and work in the community may attend and Council members may invite individuals, representatives of community organizations, and community business owners who may be interested in the topic of a meeting. All Council members may attend, however a quorum of Council is not required.

Meetings will be called by the Mayor with a specific topic identified in advance. Notice of a Roundtable meeting, including the topic of discussion, will be posted at cumberland.ca and the Village Notice Board at least five days before the meeting.

At the beginning of a Roundtable meeting the Mayor will provide a brief update on current Village projects and current and upcoming public engagement processes. Roundtable meetings

and discussions will not become part of any engagement process for Village activities or projects. Members of the community wishing to participate in public engagement processes must do so directly and not through the Village Roundtable.

There is no budget allocated to the Roundtable and limited staff resources. Village staff generally will not attend Roundtable meetings.

Minutes

Minutes of the general discussion at Roundtable meetings will be recorded and submitted to the Corporate Officer to be included on a regular Council meeting agenda for receipt for information. Individuals attending a Roundtable will not be noted nor will speakers be identified in the minutes. Council members in attendance will be noted, along with the time the meeting began and ended.

Facilitation and Respectful Discussion

The Mayor will facilitate discussion and will endeavor to ensure that all voices are heard and discussion will focus on the meeting topic. The Mayor is not precluded from participating in the discussion.

Individuals attending Roundtable meetings are encouraged to:

- use respectful and inclusive language,
- listen to other speakers and support open and inclusive discussion,
- be respectful of diverse perspectives,
- be open to outcomes without attachment,
- be aware of their personal biases and favored positions,
- not speak disrespectfully of another person's opinions both at the Roundtable meeting and afterwards.

Review of the Village Roundtable

In early 2025, the Council will review effectiveness of Roundtable meetings in consultation with the Chief Administrative Officer and determine whether meetings should continue.