



## PUBLIC HEARINGS PROCEDURES

1. The Chair calls the hearing to order. The Chair will then explain the procedure to be followed during the hearing. All questions and comments shall be directed through the Chair.
2. The Chair state the matter to be considered and will verify that the Public Hearing was advertised in accordance with the *Municipal Government Act*.
3. The Planning Officer will then be asked to introduce the application, describing the area, its recent history, any technical matters or concerns and the recommendation of the relevant development authority. Council can then put questions to the Planning Officer pertaining to the presentation.
4. The Applicant or the Applicant's designated representatives will then be given a maximum of 20 minutes to make their presentation. A majority vote of Council can provide a longer presentation time allotment if agreed to prior to the beginning of the presentation. Following the presentation, Councillors can then put questions to the Applicant or their representatives.
5. The Chair will then receive any late written submissions (10 copies are required). The written submissions will be read into the record.
6. Any person, group of persons or person representing them, who claims to be affected by the Bylaw will be heard. The Chair will call them forward, in the following order:
  - those who have signed in to speak to the Bylaw. All attendees are encouraged to summarize their concerns in a concise manner rather than reading the entire letter if one is already submitted by the speaker,
  - anyone present who wishes to make general comments regarding the Bylaw, and
  - all persons who want to respond to any *new information* that has arisen.

### Authorized speakers must:

- state their name for the record, and if applicable, the name of the person(s) they are representing,
- remember to direct all remarks to the Chair and not to the Applicant,
- make presentations only, not ask questions, and
- complete their presentations within the allotted five (5) minutes, unless representing a group, then ten (10) minutes is permitted.

Councillors may ask questions at the end of each presentation.

7. The Chair will verify that there are no more written or verbal presentations. Any late written submissions will be read into the record.
8. The Chair will ask the Applicant if they have closing remarks, answering only questions or concerns *brought forward at the hearing*. No new information is permitted. Councillors can ask questions of the Applicant at the end of the closing remarks.
9. The Chair will then ask the Planning Officer if they have closing remarks, answering only questions or concerns brought forward at the hearing. Councillors can ask questions of the staff at the end of the closing remarks.



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10. The Chair will then ask Members of Council if they are satisfied that they have obtained sufficient information, and then will determine if the hearing should be closed or adjourned. The Chair will then outline when a decision will be forthcoming, usually later in the Regular Council Meeting Agenda.
11. If there is more than one (1) Public Hearing on the Agenda, the Presiding Officer shall adjourn or close one Public Hearing before opening another Public Hearing.
12. If a Public Hearing is adjourned, Council shall not receive any additional submissions from the public in relation to the subject matter, until it has voted on the subject matter of the Public Hearing.