



PUBLIC HEARING PROCEDURES

1. **Motion to go into Public Hearing**: The Chair will call for a motion from Council to go into the Public Hearing, for the proposed bylaw/resolution.
** Chairman calls the Hearing to order. Housekeeping issues relating to the fact that some members of the public may participate through telephone or video rather than in-person:
 - If participating by way of telephone or video, please state your name when you begin speaking either in support or opposition to the proposed bylaw/resolution;
 - Please mute your microphone or phone when not speaking to minimize background noise; and
 - Please avoid interrupting or speaking over anyone.
2. **Outline of Public Hearing Procedures**: The Chair will outline the Public Hearing procedures. Providing that a person or persons have indicated their intent to speak to the proposed bylaw/resolution, the Public Hearing Procedures will be as per #3 - #9 below. In situations where no person has indicated an intent to speak to the proposed bylaw/resolution, the Public Hearing Procedures will commence at #10 below.
3. **Introduction by Administration**: A member or members of M.D. Administration will introduce the proposed bylaw/resolution, provide information on the notice of Public Hearing (how and where the Hearing was advertised; notification of affected landowners, government departments, if applicable; etc.), and indicate what correspondence/submissions have been received in response to the notices provided. After Administration's introduction is complete, any Councillor may ask Administration relevant questions.
4. **Introduction by Applicant**: Should there be an Applicant for the bylaw/resolution, the Applicant will be provided with a maximum of twenty (20) minutes to present their application. After the Applicant's introduction is presented, any Councillor may ask the Applicant relevant questions.
5. **In Favour**: The Chair will then call for anyone present who wishes to speak in favour of the proposed bylaw/resolution. Persons speaking on their own behalf may speak for a maximum of five (5) minutes; persons speaking as a spokesperson for a group or petition may speak for a maximum of ten (10) minutes. Those speaking in favour must be unconditionally in support of the proposed bylaw/resolution: anyone supporting with conditions will be deemed to be in opposition to the proposed bylaw/resolution. After any presentation in favour is concluded, any Councillor may ask the speaker relevant questions.
6. **In Opposition**: The Chair will then call for anyone present who wishes to speak in opposition to the proposed bylaw/resolution. Persons speaking on their own behalf may speak for a maximum of five (5) minutes; persons speaking as a spokesperson for a group or petition may speak for a maximum of ten (10) minutes. After any presentation in opposition is concluded, any Councillor may ask the speaker relevant questions
7. **Rebuttal by Applicant**: The Applicant will be given an opportunity to provide rebuttal comments to those points raised by those who spoke in opposition. Rebuttal comments are restricted to addressing new points raised by those who spoke in opposition. After any rebuttal presentation is concluded, any Councillor may ask the speaker relevant questions
8. **Final Questions of Administration**: Councillors may ask any final relevant questions of Administration.
9. **Closure of the Public Hearing**: The Chair will then close the Public Hearing, noting that Council will not accept any further written or oral submissions on the bylaw/resolution.
10. **No one present to speak**: If, at the commencement of the Public Hearing, if no person indicates an intent to speak to Council, the following procedures will be followed:
 - Council may hear an introduction from Administration.
 - Councillors may ask Administration relevant questions.
 - The Chair then closes the Public Hearing.