

Title: Public Hearing Process

Policy No: 6108

Approval: County Council  
Effective Date: January 1, 1994



Supersedes Policy No:

**Policy Statement:** To set out guidelines for conducting a public hearing by Council.

1. The public hearing will be conducted by the Reeve or his designate acting as Chairman.
2. Proposed rules for conducting the hearing will include such things as:
  - a) recognition by the Chair;
  - b) identification of presenter, their organization (if applicable) and their legal location;
  - c) if a presenter becomes repetitive, they may be limited by the Chair;
  - d) questions by the members of Council to anyone;
  - e) no questions will be permitted from the floor;
  - f) no taping of the hearing will be permitted; and
  - g) breaks will be called at the discretion of the Chair.
3. Registration of persons wishing to submit a presentation may be required if it appears there may be several presenters.
4. The Chairman will call upon the Development Officer (or their designate) to present the background to the application.
5. The Chairman will then call upon the applicants to address their application.
6. The Chairman will call for submissions received from agencies. At this time, a representative of that agency may make the presentation. If not, the Development Officer will read or paraphrase the comments submitted.
7. The Chairman will then call for presentations from individuals/groups who are in support of the application.

8. The Chairman will then call for presentations from individuals/groups who are in opposition of the application.
9. The Chairman will then call for presentations from individuals/groups who are undeclared in their support.
10. The Chairman calls for written submissions from individuals/groups that have chosen not to present their case orally. These will be read and/or summarized by the Development Officer.
11. The applicant will be invited by the Chairman to have the last word. It is expected that the applicant will respond to any relevant issues raised during the course of the hearing.
12. The Chairman will declare the hearing closed.
13. No further submissions will be entertained.