



## VILLAGE OF BELCARRA PUBLIC HEARING GUIDELINES



At a Public Hearing, all persons who believe that their interest in property is affected by the proposed bylaw must be afforded a reasonable opportunity to be heard or to present written submissions respecting matters contained in the bylaw that is the subject of the hearing.

Public Hearing Guidelines to be followed:

- Sign up in person to speak at the Public Hearing.
- Your name and address will be included in the Public Hearing minutes which form part of the public record.
- The Chair of the public hearing will establish procedural rules for the conduct of the hearing. The time for speakers at the Public Hearing is 5 minutes.
- After each speaker has been heard the first time, they will be provided the opportunity to speak again, after the list of speakers is exhausted.
- Council wishes to hear everyone's views in an open and impartial forum.
- The audience is asked to refrain from applause or other expression of emotion.
- Signs or posters are not permitted in the Council Chamber.
- Council is to listen to the public, not to debate the merits of the proposal.
- Individuals are encouraged to submit written submissions to the Village Hall to the attention of the Chief Administrative Officer, by 4 pm the day of the Public Hearing, for inclusion as part of the record.

If resumption of the Public Hearing is required: The Public Hearing may be adjourned and no further notice of the hearing is necessary if the time and place for the resumption of the hearing are stated to those present at the time the hearing is adjourned.