

## **PUBLIC HEARING PROCEDURE AND GUIDELINES**

1. The Town Clerk explains the guidelines to be followed in the conduct of the hearing:
  - a. All members of the public may be heard.
  - b. Only one person will be allowed to speak at any given time.
  - c. Members of the public, when speaking, are requested to state for the record their name, address, and the name of the company they represent, if applicable.
  - d. Statements from the public should be limited to 5 minutes each. The Chair reserves the right to interrupt comments that extend beyond 5 minutes in order to afford everyone an opportunity to express an opinion.
2. The Chair then opens the floor for opinions and/or statements from the public. The Chair will call upon each person who wishes to comment concerning the application starting in favour and will be followed by those objecting. Each person will be given the opportunity to speak, if they so desire.
3. Once all the members of the public have been given an opportunity to speak, the Chair repeats that all persons present have been given an opportunity to be heard.
4. Public hearing is concluded. Please note NO decisions are made during the public hearing. Following the Public Hearing the Woodstock Town Council will move into the Regular Council Meeting and deal with the agenda items including a proposed first and second readings of the Zoning By-Law. A by-law must be given three readings in order to be enacted.