



## PARTICIPATING IN A PUBLIC HEARING

### What Is a Public Hearing?

A public hearing is an opportunity for Council to hear anyone affected by a proposed bylaw prior to making a decision on the matter. This may include items such as proposed amendments to the Land Use Bylaw, new or amended Area Structure Plans or other statutory plans.

Public hearings are scheduled during regular Council meetings. Anyone may choose to speak at the hearing or provide written comments in advance. Any information provided may be made public subject to the provisions of the Freedom of Information and Protection of Privacy Act. All regular Council meetings shall be open for public attendance.



### Attending the Public Hearing

#### When Will the Public Hearing Be Held?

Items to be discussed during public hearings are advertised in the local newspaper for a period of 2 weeks prior to the public hearing. The advertisement will provide context on the proposed bylaw and the date and time for the public hearing.

#### What to Expect If I Wish to Speak?

During the public hearing a presentation is held informing Council and the public of the details regarding the proposed bylaw. At this point the chair of the meeting will provide an opportunity for the public to speak regarding the proposed bylaw. If a number of people wish to speak the chair may place a time limit on comments in an attempt to provide everyone an equal opportunity to speak. Comments should be in the context of the bylaw being proposed, a request may be made to refocus discussions that become off topic.

#### What If I Am Unable to Attend in Person?

A letter may be submitted to Council by those unable to attend a public hearing in person but still wish to speak to the matter. The letter should be addressed to Council and include a topic or file number if responding to a specific circulation. Please provide a brief overview of your request providing background information and any other details you feel will be helpful in presenting your information to Council.

#### How Are the Results of the Public Hearing Distributed?

After the public hearing is closed, Council will make a decision regarding the proposed bylaw. Their decision will be listed in the meeting minutes which are posted to the Town website. If the public hearing is adjourned, Council may set a date for the public hearing to resume and the new date will be advertised again.

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Please note: This information sheet has no legal status and cannot be used as an official interpretation of the various bylaws, codes and regulations currently in effect. The Town of Ponoka accepts no responsibility for persons relying solely on this information.