

**TOWN OF BRIDGEWATER  
WRITTEN SUBMISSIONS TO COUNCIL POLICY**

Policy No. 52  
Approved: August 14, 1995  
Resolution No.: 95-254

It shall be the policy of Council that:

1. Written submissions or correspondence to Council which have been received shall be circulated to Council and placed on a regular Council meeting agenda under Correspondence.
2. At the regular meeting where the written submission is placed on the agenda, the receipt of said submission shall be verbally acknowledged by the Chair, and the Chair shall allow any discussion of the submission at the request of a Councillor. The submission shall not be read unless there is a motion of Council directing same.
3. The only exception to the procedure outlined in Section 2 shall be written submission to public hearings under the Planning Act. Written submissions in these cases shall be read by the Clerk, if requested by the submitter. Copies will also be made available after the public hearing for members of the public in attendance.