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**TOWN OF BRIDGEWATER  
PUBLIC PARTICIPATION MEETING PROCEDURES POLICY**

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Policy No. **38**  
Approved: June 8, 1992  
Resolution No.: 92-198  
Amended: November 26, 2012  
Resolution No.: 12-249

During Public Participation meetings:

1. The Human Resources / Administration Officer shall act as Chairperson.
2. The Planner shall be present.
3. The order of the meeting shall be as follows:
  - a) The Chairperson shall
    - open the meeting
    - explain the meeting format
  - b) The Planner shall
    - explain the application process
    - explain the application
    - review any planning reports
  - c) The Chairperson shall offer the applicant the opportunity of explaining the application / proposal. The applicant shall be restricted to 10 minutes.
  - d) The Chairperson shall offer members of the public the opportunity to ask questions of fact which directly relate to the proposal / application. No member of the public shall speak more than twice, and no member of the public shall speak for more than five (5) minutes at one time. Questions may be referred to the applicant or the Planner by the Chairperson.
  - e) The Chairperson shall offer the applicant a further five minutes in which to respond to the questions posed by the public.
  - f) The Chairperson shall advise the public of the date the application will be reviewed by Council and remind the public of Council's choices (defer, deny, refer to public hearing).
4. This Policy shall be in effect when more than six (6) persons (i.e. residents) are in attendance.