

	PUBLIC MEETING	DEPUTATION/PRESENTATION	PUBLIC QUESTION PERIOD	CORRESPONDENCE
Registration	<ul style="list-style-type: none"> Required if joining electronically. Not required if attending in person. 	<ul style="list-style-type: none"> Required at least 2 weeks prior to the meeting date. Material to be published with the agenda must be provided 24 hrs prior to the agenda being published. 	<ul style="list-style-type: none"> Required if joining electronically or submitting questions electronically. At least 24 hours in advance of meeting. Not required if attending in person. 	<ul style="list-style-type: none"> Not Required. Correspondence needs to be submitted 7 days prior to the meeting to be included in the agenda.
Time	<ul style="list-style-type: none"> Based on the items of business on the agenda. 	<ul style="list-style-type: none"> 10 minute maximum. 	<ul style="list-style-type: none"> 5 minute maximum. 	<ul style="list-style-type: none"> N/A
Purpose	<ul style="list-style-type: none"> Hear input from the public on a particular matter, i.e., Budget or Zoning By-law Amendment. 	<ul style="list-style-type: none"> Provide information on a specific topic. Requests for support, financial or otherwise will be presented at the appropriate Committee. 	<ul style="list-style-type: none"> Allow the public to ask questions on any topic. Persons asking a question must provide their name and the municipality where they live prior to asking their question. 	<ul style="list-style-type: none"> Consider items at the appropriate Council or Committee meeting based on the topic of the correspondence. Correspondence must be deemed to be valid and complete.
Response	<ul style="list-style-type: none"> Members are not to enter into debate or discussion during the public meeting. 	<ul style="list-style-type: none"> Members can ask questions but not enter into debate or discussion. 	<ul style="list-style-type: none"> Members will hear questions and answer if appropriate. 	<ul style="list-style-type: none"> The reponse will be dependent on the type of correspondence. There may be discussion, or it may be received for information purposes without discussion.
Outcome	<ul style="list-style-type: none"> Public input will be used to complete the particular process, i.e., Budget or Zoning By-law Amendment. 	<ul style="list-style-type: none"> Information provided in a public forum. 	<ul style="list-style-type: none"> If the question is not answered at the meeting, staff will try to respond after the meeting by phone or email if contact information has been provided. 	<ul style="list-style-type: none"> Action is dependent on the correspondence. The outcome can be viewed by watching the meeting (live or after).