

Deadlines

For Public Hearing Meetings:
noon, eight days before the meeting.

For Standing Policy Committee Meetings:
noon, two days before the meeting.



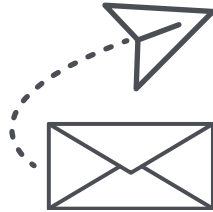
How to submit

Public submissions should be submitted via the online portal [Public Submission to City Clerks](#).



Format

Public submissions must be in a form which can be reproduced in the written record of the Public Hearing Meeting of Council.



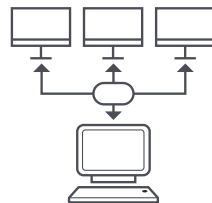
Contents

Submissions must clearly set out the matter or issue, use respectful language, and include the submitter's name and method of contact.



Public info

The submitter's name and comments will be included in the respective Meeting Agenda.



Withheld

A submission may be excluded if it includes third party information, defamatory comments, discriminatory comments, or hate speech.



Missed deadline

After the deadline, members of the public have the option to register to speak at the meeting and request that their submission be accepted for the Corporate Record. Members of the public may request to speak using the [Public Submissions Form](#).



Additional information

To learn more about participating in Council and Committee meetings, visit [Participate in public hearings](#).