

## PUBLIC HEARING PROCEDURE

This Public Hearing is to provide an opportunity for the public to present their comments to Council.

Agenda Item	Practical Considerations
<p><b>1. CALL TO ORDER</b></p> <ul style="list-style-type: none"><li>➤ Overview of Process<ul style="list-style-type: none"><li>○ Housekeeping items (Emergency exits)</li><li>○ Speaking order<ul style="list-style-type: none"><li>▪ Staff presentation, public presentation from anyone wishing to speak for or against the bylaw, and followed by clarifying questions from County Council.</li></ul></li><li>○ Use of podium- Approach the podium and state your name for the record and if you are in favour or against the Bylaw. Please refrain from commenting from the gallery.</li><li>○ Applicant will have a fifteen (15) minute time limit to speak</li><li>○ Registered speakers will have a five (5) minute time limit to speak (unless there is consent by County Council to extend the allotted time.)</li><li>○ Direct all comments through the Chair</li></ul></li></ul>	<ul style="list-style-type: none"><li>○ Welcome everyone</li><li>○ Let participants know where the emergency exits are</li><li>○ Remember the main objective is to listen, no debate over the merits of the proposal or points of views expressed by speakers.</li><li>○ Everyone must be given a reasonable opportunity to be heard</li></ul>
<p><b>2. INTRODUCTION</b></p> <ul style="list-style-type: none"><li>➤ of Council Members<ul style="list-style-type: none"><li>○ Mayor Tom Flynn</li><li>○ Councillor Ferd Caron, Division 1</li><li>○ Councillor Susan Evans, Division 2</li><li>○ Councillor Wayne Bokenfohr, Division 3</li><li>○ Councillor Jerry Kaup, Division 4</li><li>○ Councillor Patrick Tighe, Division 5</li><li>○ Councillor Karen Shaw, Division 6</li></ul></li><li>➤ of Staff Members<ul style="list-style-type: none"><li>○ Peter Tarnawsky, County Commissioner (CAO)</li><li>○ Stephane Labonne, General Manager, Integrated Growth</li><li>○ Ian McKay, General Manager, Municipal Services</li><li>○ Rick Wojtkiw, General Manager, Corporate Support</li><li>○ Clayton Kittlitz, Manager, Current Planning and Development Services</li><li>○ Christine Beveridge, Senior Legislative Officer, Legislative Services</li><li>○ Lisa Schovanek, Legislative Officer, Legislative Services</li></ul></li></ul>	<ul style="list-style-type: none"><li>○ May not always be necessary to introduce all staff members every time:<ul style="list-style-type: none"><li>• names are recorded in the minutes</li><li>• those presenting will state their name for the record</li></ul></li></ul>
<p><b>3. OVERVIEW</b></p> <ul style="list-style-type: none"><li>➤ Administration will provide a brief introduction of the Bylaw.</li><li>➤ Council asks questions of Administration.</li><li>➤ Applicant(s) to provide comment on their application (up to 15 minutes).</li><li>➤ Council asks questions of Applicant(s).</li></ul>	

#### 4. PRESENTATIONS

- Speakers registered upon receipt of the notice are given the floor
- Speakers have five (5) minute time limit
- Speakers who signed in prior to commencement of the meeting
- Anyone else, without previous notification, who wants to speak either in favor or in opposition of the Bylaw.

- Remind participants to speak clearly and start by stating their name for the record
- Comments must be specifically related to the subject. Questions from Council (for clarification) to the Speaker, Administration or Applicant can come at any time, no debate
- Advise participants to provide written submission prior to the closing of the hearing to form part of the official public record. Minutes are recorded without note or comment.

#### 5. REVIEW CORRESPONDENCE

- Legislative Officer will only refer to submissions by date and author. Written submissions received in advance do not have to be recited.

#### 6. CLOSING REMARKS

- Thank those in attendance for participating and advise of next steps
- Remind all those who spoke to submit their written submissions prior to leaving

- Applicant may be granted an opportunity to address any contradictory evidence at the discretion of the chair.
- Final Questions for clarification
- Late comments will not be shared until after the resolution or bylaw is dispensed with.

#### 7. CLOSE PUBLIC HEARING

- Officially declare the public hearing closed

- Remind members of the public who haven't already done so to sign the Sign-in Sheet.

#### 8. ADJOURN