

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

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

- Ask Legislative Officer to review submissions received.

- 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