



PUBLIC HEARING PROCESS

Public Hearings provide an opportunity for members of the public to speak to Council on proposed bylaws. Hearings are conducted as follows:

- **Introduction**
The Reeve will **open** the Public Hearing and introduce the matter being heard.
- **Administration report**
Administration will describe the proposed bylaw or application being considered, discuss any technical studies, and identify any municipal issues. Members of Council may ask questions of staff at this point.
- **Presentation guidelines**
The Reeve will outline the rules regarding public testimony, such as:
 - *all speakers must give their name and address in relation to the subject of the hearing, e.g. adjacent landowner*
 - *all speakers must step forward to the delegation table*
 - *all comments must be addressed to the Reeve, should be relevant to the application, and should not be of a personal nature;*
 - *time limits on speaking (if any) will be announced*
 - *only one speaker on behalf of an organization or group may speak;*
 - *unruly behavior, such as booing, hissing, harassing remarks, is prohibited.*
- **Applicant presentation**
The applicant is the party requesting the amendment to the County's bylaw. The Reeve will invite the applicant to present testimony and evidence to support his/her application. The applicant may have expert witnesses, who should speak at this point. The applicant may address any issues raised by administration. Council may ask questions of the applicant at this time.
- **Public presentation**
First the Reeve will ask Administration if any written submissions have been received and if so, they will be summarized by Administration.

Then, the Reeve will ask for public input on the application (first by the proponents and then by the opponents). Council may ask questions of each presenter following his/her presentation.
- **Closing**
The Reeve will ask the applicant if he/she wishes to respond to any of the information presented by the public, followed by an invitation to anyone who wishes to respond to any **NEW** information that has been introduced as part of the discussion on the bylaws. Thereafter, the Reeve will **close** the public hearing and no further presentations will be permitted.

** Please note: public hearings are recorded for accuracy purposes only.



TIPS FOR PREPARING FOR A PUBLIC HEARING

Public Hearings provide an opportunity for members of the public to speak to Council on proposed bylaws. Council will **not** be making a decision on the proposed bylaws at the hearing. The hearing is held for the sole purpose of obtaining public input.

You can help Council understand your position on the proposed bylaws by following these guidelines:

- ***Preparing your submission***
 - Obtain all information regarding the proposed bylaws from the County's planning staff prior to the public hearing. Information should include the application and copies of the proposed bylaws, and will be provided free of charge. You may request a copy of other planning documents if you feel they will be useful for your presentation. A fee may be charged for these documents.
 - Summarize your position in point form, then expand each point with supporting documentation.
 - Use facts and personal experience to support your position rather than third-party comments or opinions. Refrain from including irrelevant information.
 - Submit your written presentation to the County by the deadline indicated in the advertisement. This will ensure that Councillors receive the information in advance and can be prepared to ask you questions at the hearing.
- ***Presenting your submission***
 - Presenters in favour of the proposed bylaws will be asked to speak first, followed by presenters in opposition to the proposals.
 - When it is your turn to speak, step forward to the delegation table and state your name, where you live in relation to the proposed property, and indicate whether you are speaking for yourself or on behalf of a group. Only one spokesperson may speak on behalf of a group.
 - When you are speaking, face the Reeve and speak slowly, clearly, and loudly enough for everyone to hear. You are not permitted to ask questions of any other presenter, including County administration or the applicant.
 - To ensure that everyone has equal opportunity to speak, you will be given 10 minutes to make your presentation, exclusive of questions. Use this time wisely to summarize your position and bring forward supporting documentation. Councillors will ask you questions if they need further clarification.

- Be respectful of other presenters, including those who hold a different position than yours. Unruly behavior, such as booing, hissing, and harassing remarks, is prohibited, and you may be asked to leave the hearing.

If you have submitted your written presentation in advance:

- Summarize your position by referencing the main points in your written presentation. Do not read your presentation, as Councillors have already been provided with a copy.
- If a previous presenter has already raised your arguments, reference the points, but do not repeat information that has already been presented. Expand only on points that require additional comment.

If you are making an oral presentation:

- Summarize your position by referencing the main points. If you wish Council to have a copy of your oral presentation, you may submit it to the Recording Secretary after your presentation. Do not read your presentation, as Councillors will review it before making a decision on the proposals.

Once the public hearing is closed, no further presentations will be permitted. Discussion and debate regarding the merits of the proposed bylaws will take place at the next Council meeting following the public hearing. The public is welcome to attend this meeting.