

## **OPENING STATEMENT OF PUBLIC MEETING PURPOSE AND CONDUCT**

The purpose of this evenings public meeting shall be to give a reasonable opportunity to be heard or to present written submissions respecting the proposal. Registration for the hearings took place between the publication of the meeting notice and 4:00 p.m. this afternoon.

Those wishing to speak to the proposal called into Corporate Administration providing their contact information and an email was provided with instructions on how to participate this evening.

Members of the public who did not register to speak will still be given an opportunity to call in at the end of registration list. Individuals will be called in the order that their name appears on the registration list. The speaker will begin by clearly stating their name and address and then providing their comments concerning the proposal. The address of the speaker is permitted to be collected through Section 26c of the *Freedom of Information and Protection of Privacy Act*. If the speaker has any questions regarding the collection of their personal information, please contact Corporate Administration.

If you have a petition with you, please read out the information at the top of the petition and it may be submitted to staff via email directly following the meeting.

Anyone wishing to speak at this meeting must be acknowledged by the Chairperson. Anyone speaking is requested to follow instructions provided by staff:

- You will be put on hold in a queue for the respective item, and you will be connected when it is your turn to speak. **If you hang up during this time, you will lose your place in the queue.** You may watch the Council meeting through the City's Live Stream while you are on hold.
- Your comments must be relevant to the application (bylaw and permit) being considered at the Public Meeting.
- Each speaker will be given a maximum of **five (5) minutes to speak**
- **Turn off all audio of the meeting. Note:** There is a **1-minute delay** in the live stream so please listen to the cues given over the phone
- **Do not put your phone on speaker phone**
- Once you make your comments to Council, the call will end quickly so that the next speaker can join the meeting

Once all individuals on the registration list have had the opportunity to speak the Chairperson will ask for anyone wishing to speak to call into the meeting and contact information will be provided.

A person speaking an additional time is requested to add additional information from what they said previously.

Members of Council may, if they wish, ask questions of you following your presentation. However, the main function of Council members this evening is to listen to the views of the public. It is not the function of Council at this time to debate the merits of the proposal with individual citizens. It is also not the time for the speaker to be asking questions of staff regarding the application.

Any person who wishes to present a written submission to Council may do so. The submissions will be retained by staff and copies of submissions will be available upon request. Everyone shall be given a reasonable opportunity to be heard at this Public Hearing/meeting. No one will be or should feel discouraged or prevented from making their views heard.

**Note:** *The meeting will be streamed live and archived through the City's web-streaming service.*