

## Procedures for Attendance at Public Sittings

### Presentations at Public Sittings

- The Commission encourages individuals and groups to comment on the Commission's published proposal at public sittings.
- A schedule has been posted on the Commission's website containing the time and location of the public sittings.
- Presentations at a public sitting will be limited to a maximum of 10 minutes, followed by questions from the Commission. Depending on how many presenters have registered, the Commission may allow more or less time to presenters.

### Before the Public Sittings – Registration and Written Submission

- If you wish to make a presentation at a public sitting, you must advise the Commission and provide either a summary of the topics that you intend to address or a more formal written submission **at least 3 days** in advance of the public sitting. Presenters will be scheduled on a first come, first serve basis. The Commission will try to accommodate everyone who wishes to present but cannot guarantee that all those who wish to present will be able to. If you are unable to present in person, you may still submit a written submission.
- Date your written submission and include your name and organization name, if applicable.
- Your personal contact information (address, telephone number, email, etc.) should be provided in your e-mail or cover letter. This information will not be made public; however, please note that **your name, the community you live in, your organization name and the full content of your written submission may be made public. By providing the information you consent to public disclosure.**
- Submit your written submission to the Commission by e-mail, fax, hand delivery or regular mail.
- If you are submitting electronically, please provide your document in PDF format (if possible). Any supporting documents should be included in the same PDF file as your submission.

### Disability Related Accommodations or Supports

- Please advise the Commission, in advance of public sittings, of any disability related accommodations or supports that you will require.

## **Arriving at a Public Sitting**

- When you arrive at a public sitting, please check in with the Commission support personnel.
- If you have additional written materials to provide the Commission at the public sitting, it would be helpful if you could bring 6 bound paper copies and one PDF file (if possible) and provide them to the support personnel who will distribute them to the Commissioners.

## **Presenting at a Public Sitting**

- When the Commissioners are ready, the Chair will call your name and ask that you introduce yourself. You may then begin your presentation.
- Your presentation is limited to 10 minutes unless the Chair advises you otherwise.
- The Commissioners may ask you questions.
- If you are unable to answer a question, you may provide further information to the Commission in writing by May 8, 2015.
- Keep in mind that the information you provide at a public sitting is public information. Please respect the privacy of other individuals in your public presentation.

## **Publication and Privacy**

- Personal information of the presenter, such as name, community of residence and personal opinions may be published.
- The public sittings will be recorded.
- You can reasonably expect other members of the public and the media to be present at the public sittings.
- The Commission may withhold from disclosure confidential information and personal information in order to protect the confidentiality and privacy of presenters or others mentioned in the written submission or presentation. Publication or withholding of information in a written submission or recorded or transcribed presentation is at the discretion of the Commission, which will be exercised on the basis of the principles in the *Access to Information and Protection of Privacy Act*.
- Any written submissions or recorded or transcribed presentations may still be subject to a request under the *Access to Information and Protection of Privacy Act*.

## **Attending a Public Sitting**

- Anyone may attend a public sitting.
- All people present at a public sitting must abide by the directions and orders of the Chair.
- All electronic devices must be set to silent or vibrate mode.
- You may record – but not transmit – audio during public sittings for note-taking purposes.
- You may tweet, text or use other forms of text-based communication during public sittings.
- You may take photographs or make video-recordings in the sitting room, but not while the public sitting is in session.
- You cannot speak on a communication device while the public sitting is in session or use an electronic device in any manner that disrupts the public sitting.
- Cameras and recording devices are not permitted to be used during the public sitting without the permission of the Commission. Only the media and those who are recording the proceedings on behalf of the Commission will be permitted to use cameras or recording devices while the sitting is in session.
- Please respect the presenters and Commissioners and remain silent while others are speaking during the public sitting.
- To protect those who have allergies, please avoid the use of scented products.