



## **Public Hearing Process**

### **Public Hearings held through Electronic Communications**

Registered Speakers connect to the Public Hearing using the dial-in information provided by the Legislative Officer.

The Public Hearing is called to order by the Chair.

The Chair welcomes everyone and provides an overview as to how the Public Hearing will proceed.

The Chair asks Administration to provide a brief overview and summary of the proposed bylaw. Council may ask clarifying questions.

The Applicant is given an opportunity to speak (15-minute time limit). Council may ask clarifying questions.

Council hears from Registered Speakers, if any (5-minute time limit each). Council may ask clarifying questions.

After all Registered Speakers have provided input, the Chair asks the Legislative Officer to read in any submissions that were received by email after publication of the Council agenda package and prior to the close of the Public Hearing.

After hearing any read-in submissions, the Chair asks if Council has any final questions of Administration, and Administration may provide comment on the information provided by the Registered Speakers or from written submissions, if any.

The Chair inquires with Council whether they are satisfied that the information received enables them to decide on the matter. Should Council wish to obtain further information, the Public Hearing is recessed. Otherwise, the Public Hearing is closed. Once Council decides to close the Public Hearing, no further written or verbal decisions can be received.

The Chair declares the Public Hearing closed, or recessed to a future date and time.

Registered Speakers disconnect from the Public Hearing.