



## **Public Hearing Process**

The Public Hearing is called to order by the Chair.

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

Anyone who did not pre-register to speak will be asked to add their name to the sign-in sheet.

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

Next, the Applicant will be given an opportunity to speak (15-minute time limit). Council may ask clarifying questions.

Then Council will hear from Registered Speakers (5-minute time limit). Council may ask clarifying questions.

Written submissions need to be provided to the Legislative Officer prior to the close of the Public Hearing, so that they can form part of the official public record.

The Chair will ask if there is anyone present who did not register to speak but wishes to do so. Speakers will have a 5-minute time limit. Council may ask clarifying questions.

After all speakers have been given an opportunity to provide input, the Chair will ask the Legislative Officer to read in any submissions that were received after publication of the Council agenda package and prior to the close of the Public Hearing.

After hearing any read-in submissions, the Chair will ask if Council has any final questions of Administration, and Administration will be asked to provide comment on the information provided by the speakers or from additional submissions, if any.

The Chair will advise that dependent on the information received during the Public Hearing, Council's decision today may be to refer decision on the bylaw (application) to allow time for Council's consideration of the information received or to provide direction to Administration for receipt of clarification / information relative to specific matters of concern.

The Chair will then inquire with Council whether they are satisfied that the information received enables them to make a decision on the matter. Should Council wish to obtain further information, a motion to recess the hearing would be made. Once the Public Hearing is closed, Council is unable to receive any further written or verbal submissions.

The Chair will thank those in attendance and declare the Public Hearing closed, or recessed to a future date and time.