

## **Public Hearing Process (Hybrid) External Applicant**

Registered Speakers participating through electronic communications connect to the Public Hearing using the dial-in information provided by the Legislative Officer. Speakers who attend in person but did not pre-register to speak add their name to the sign-in sheet.

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. Members of Council may ask clarifying questions.

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

Council hears from Registered Speakers attending in person (5-minute time limit). Members of Council may ask clarifying questions.

Council hears from Registered Speakers attending through electronic communications (5-minute time limit each). Members of 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 members of Council have 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 members of 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 attending electronically will disconnect from the Public Hearing. Speakers attending in person are welcome to leave the meeting or may stay for other items on Council's public agenda.