

Council-Community Relations

Public Hearing Protocol – CCR-3

Effective:	April 3, 2018
Authorized By:	Council
Resolution:	18-10-187
Replaces:	C-10, CCR-3(1997), May 25, 2013, November 16, 2015

Pursuant to Section 464 of the *Local Government Act*, Council holds a Public Hearing as part of the processes to amend the Official Community Plan and/or Zoning Bylaw. The purpose of the Public Hearing is to provide all persons who believe that their interest in property is affected by the proposed bylaw a reasonable opportunity to be heard or to present written submissions.

Council respects an established protocol in each Section 464 Public Hearing:

1. Council sits as a tribunal. Council is present to consider the proposed amendment and hear any representations made by the proponent and/or members of the public. Council does not prejudge the outcome of the application for amendment until all views have been heard.
2. Council is not bound by the numbers opposed, or in favour of, a proposal but rather Council makes their decision based on the merits presented to Council.
3. Council may consider proposed amendments for multiple Bylaws at a single Public Hearing.
4. City staff do not read public written submissions into the public record at the Public Hearing, but staff will provide a summary of the total number of petitions and public written submissions received for the Public Hearing that have been received **before the submission deadline** denoted in the Public Notice for the Public Hearing. Council will continue to receive all public written submissions brought to the Public Hearing up until the Public Hearing adjourns. (Note: Full text of all public written submissions is provided to Council, and redacted text of all public written submissions is available for public inspection.)
5. Before the Public Hearing is called to order, the Chair explains generally the purpose of the Public Hearing and states that all submissions received, either in writing or verbally, will be taken into consideration by Council when the subject bylaw of that Public Hearing is presented for third reading.
6. Once the Public Hearing has been called to order, the Chair reads the "Statement of the Chair", attached as Appendix "A".



7. The Chair advises that the general public's input given during the Public Hearing will be recorded in the Public Hearing's Meeting Minutes that are posted on the City's website denoting the person's name, street name and summary of remarks.
8. The Chair invites comments from persons present who has an interest to the proposed bylaw. The Chair may establish procedural rules for the conduct of the Public Hearing, subject to providing an opportunity for all persons to be heard or to provide written submissions.
9. During the Public Hearing, Council may ask City staff to clarify points of consideration. Should these points of clarification not be answered by City staff at the Public Hearing, Council may request that these answers to the points of clarification be brought forward to a Regular Council Meeting. Any answers to points of clarification must occur prior to the bylaw(s) being presented for third reading.
10. The Chair then adjourns the Public Hearing after calling three times for further submissions satisfying there are no further representations from persons present at the Public Hearing.



Appendix "A"

STATEMENT TO BE READ

BY THE CHAIR OF

THE PUBLIC MEETING

This Public Hearing is being convened so that Council can hear the views of the public with respect to the subject bylaw(s).

At this Public Hearing, any person present who believes that his or her interests are affected by the proposal shall be given an opportunity to be heard. However, it is important that all who speak at this meeting restrict their remarks to matters contained within the bylaw(s).

Those of you who wish to speak concerning the proposed bylaw(s) should, at the appropriate time, come to the microphone at the presentation table and commence your address to Council by clearly stating your name and address. Then you may give us the benefit of your views concerning the proposal.

Please be advised that your name, street name and summary of your remarks will be recorded and appear in the Public Hearing's Meeting Minutes that are posted on the City's website.

Members of Council may, if they so wish, ask questions of you or City staff 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 Public Hearing to debate the merits of the proposed bylaw(s) with individual citizens.

Everyone who deems his or her interest in the property to be affected shall be given the opportunity to be heard at this Public Hearing. No one will be, or should feel, discouraged or prevented from making his or her views known.

After this Public Hearing has concluded, Council intends to review the Development Services Manager's recommendations publicly at a future Council meeting.

During the course of a Public Hearing, people sometimes tend to become too enthusiastic or emotional. Regardless of whether you are in favour or opposed to any particular application or argument, please refrain from applause or other expressions of emotion. Restraint enables others whose views may or may not coincide with your own, to exercise their right to express their views and enables all views expressed to be heard in as impartial a forum as possible.

During the period following a Public Hearing, Members of Council must not hear or receive further submissions regarding the pending bylaw(s) from the applicant or from any members of the public.