

PUBLIC HEARING POLICY		
ORIGIN:	CORPORATE SERVICES	AMENDED:
DATE OF ISSUE:	April 26, 2021	ADOPTED: April 26, 2021

PURPOSE

Public Hearings may be required by the *Local Government Act* to provide an opportunity to submit verbal or written comments on Official Community Plan and Land Use bylaws. To conduct this process in a fair and equitable manner, Council has established the following process for holding public hearings and for receiving oral and written presentations.

POLICY

Any person who believes their interest in property will be affected by a proposed bylaw has an opportunity to address Council at a Public Hearing in a timely and orderly fashion. For inclusion as part of the record individuals must send their submissions prior to 12:00 pm. the day of the public hearing, in one of the following ways:

Email: publichearing@colwood.ca

Mail/Drop box: 3300 Wishart Road, Colwood, BC V9C 1R1

Other forms of submissions will not form part of the Public Hearing record.

Written Submissions:

Deadline for receipt of correspondence is 12:00 pm on the day of the Public Hearing.

Staff will manage written correspondence received (by mail, email, or hand delivery) in relation to a Public Hearing as follows:

TIMING OF CORRESPONDENCE	ACTIONS
Correspondence received prior to the bylaw being considered for 1st and 2nd readings, or prior to receiving direction to proceed to Public Hearing.	<ul style="list-style-type: none"> • If addressed to Staff, retained in file. • If addressed to Council, circulated to Council as general correspondence. • <u>DOES NOT</u> form part of the Public Hearing record.
Correspondence received (as outlined in the policy) after 1st and 2nd readings but prior to the Public Hearing.	<ul style="list-style-type: none"> • Compiled and made ready for public review at the Public Hearing. • Form's part of the official record which is available to the public, placed on the City's website and appended to the agenda.
Correspondence received after agenda publication and prior to 12:00 on the day of the public hearing.	<ul style="list-style-type: none"> • Appended to the agenda under written submissions. • Circulated to Council prior to the public hearing.
Correspondence received after 12:00 pm. on the day of the public hearing.	<ul style="list-style-type: none"> • <u>DOES NOT</u> form part of the Public Hearing unless content is presented at the Hearing

Correspondence received after the close of public hearing	<ul style="list-style-type: none"> • Retained on file. • Not circulated to Council. • <u>DOES NOT</u> form part of the Public Hearing record.
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Role of Council:

Council’s role at a public hearing is to listen to the public and may question individual speakers to clarify what is being said.

It is not necessary for all members of council at attend a public hearing. If members were not present at the public hearing, they must not vote on the adoption of the bylaw until they have been presented with a report that contains the views expressed at the public hearing.

Public Hearing

- The Chair calls the Public Hearing to order, describes the purpose and procedures of the Public Hearing.
- The Chair will establish the protocol for the Public Hearing, for example by setting public speaking limits (typically speakers will be granted a maximum of five minutes for each verbal submission).
- Staff introduces the proposed amendment.
- The applicant will be permitted a maximum of ten (10) minutes to verbally address Council. Applicants are encouraged to provide presentation materials to be distributed with the Public Hearing Agenda. The applicant will be given the opportunity to clarify points raised or respond to questions after members of the public have spoken.
- Once the applicant is finished, the Chair will open the floor to anyone who wishes to speak to Council regarding the proposed amendment.

Note: Public hearing procedures for in-person attendance may be modified to comply with Provincial Health Orders. Please visit the City’s website www.colwood.ca/meetings for further details.

- Those who address Council (whether in-person or remotely) will be asked to provide their name, address, and indication as to whether they support or oppose the proposed amendment. No sound recordings or PowerPoint presentations will be permitted.
- Comments must be kept to five (5) minutes and be respectful of Council, City Staff, and other members of the public in attendance. When the permitted time for speaking expires, the person speaking must yield to the next speaker by taking their seat in the gallery.

Note: For larger public hearings, a speaker’s list may be implemented. In these instances, those who wish to speak to the proposal will be asked to fill out their name and address when they arrive. Speakers will be called upon by the Chair in the order that they appear on the speaker’s list.

- Those in attendance at the Public Hearing will refrain from applause or other expressions of emotion whether in favour of, or opposition to, any application or argument. Inappropriate language, outbursts or criticisms aimed at individuals or groups will not be permitted.
- Once everyone has had a chance to speak for the first time, those who wish to do so may present additional or new information. Speakers (whether in-person or remotely) will be given an additional

speaking time. A speaker will not debate a point of view with another speaker but will seek clarification through the Chair.

- The Chair will call three times to ask if anyone else would like to speak. Should no one appear at the podium to speak, the Public Hearing is then closed.
- The Chair may adjourn the Public Hearing after 10:00 pm and reconvene the hearing later, with the date/time/location of the Public Hearing to be announced prior to adjournment.

After the Public Hearing is Closed

After all submissions have been heard, the Public Hearing is then closed. Council may consider the amendment at the Council meeting immediately following the Public Hearing (if applicable), at the next, or a specified meeting of Council, with or without a request for further information from Staff. No other submissions (mail, email, phone calls, or in-person) from the public or the applicant regarding an amendment may be received by Council following the close of the Public Hearing.