



THE CORPORATION OF THE CITY OF NORTH VANCOUVER

PUBLIC HEARING / PUBLIC MEETING GUIDELINES

The purpose of **Public Hearings** is to provide members of the public an opportunity to provide written submissions and make representations to Council regarding proposed changes to zoning bylaws, heritage designations or the Official Community Plan (OCP). Public Hearings are included as part of a Regular Council agenda and governed by the provisions of the *Local Government Act*. Recent changes to the *Act* provide that Public Hearings are prohibited in respect of some zoning bylaws and not required in respect of others.

The purpose of **Public Meetings** is to provide members of the public an opportunity to make representations to Council regarding various issues and/or proposed changes that have never required a Public Hearing, such as a Development Variance Permit or Temporary Use Permit. North Vancouver residents can participate in the civic process of a Public Meeting on such permit matters that may affect their community, property and interests. These opportunities are generally held in conjunction with Regular Council Meetings.

Subject to the provisions of the *Act* prohibiting or otherwise not requiring a Public Hearing on certain zoning bylaws, all persons who believe their interest in property is affected by a proposed bylaw or permit are afforded a reasonable opportunity at a Public Hearing or Public Meeting to be heard, voice concerns or present written submissions regarding matters contained within the bylaw/permit. **Where a zoning bylaw will not be going to Public Hearing, written submissions are the only means by which the public may address the bylaw.**

All written submissions, regardless of whether a Public Hearing or Public Meeting is held, and all representations made at a Public Hearing or Public Meeting, will form part of the official public record. Minutes of any Public Hearing or Public Meeting and a video recording of the proceedings will be posted on the City's website at cnv.org.

To provide written input: All written submissions must include your name and address. If this information is not provided, it cannot be included as part of the public record. Email submissions addressed to the Corporate Officer at input@cnv.org are preferred, and hand-delivered or mailed submissions will also be accepted. **The deadline for submit written submissions is 12:00 noon on the day of the Public Hearing/Public Meeting or, in the case of no Public Hearing on a zoning bylaw, at a 12 noon on the day of the Council Meeting set for first reading of the bylaw.**

To speak at a Public Hearing or Public Meeting:

In person at City Hall: On the day of the meeting, a sign-up sheet will be available in the lobby, outside the Council Chamber, from 5:30 to 5:50 pm. Enter City Hall through the doors at the southwest corner of the building (off 13th Street) after 5:30pm.



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Via Webex/Phone: Pre-register by completing the online form at cnv.org/PublicHearings, or by phoning 604-990-4230 to provide contact details, so call-in instructions can be forwarded to you. **All Webex/phone pre-registration must be submitted no later than 12:00 noon on the day of the Public Hearing/Public Meeting.**

Non-registered speakers: Speakers who have not pre-registered will also have an opportunity to provide input. Once all registered speakers have spoken, the Mayor will call for a recess to allow time for additional speakers to phone in or speak in person. Call-in details will be displayed on-screen during the livestream at cnv.org/LiveStreaming.

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Comments from the public must specifically relate to the proposed bylaw/permit or subject of the Public Hearing/Public Meeting. Speakers are asked to avoid repetitive comments and not to divert to other matters.

Speakers will be asked to confirm their name and address for the record and will be provided one 5-minute opportunity to present their comments. Everyone will be given a reasonable opportunity to be heard and no one should feel discouraged or prevented from making their views known.

Procedural rules for the conduct of a Public Hearing/Public Meeting are set at the call of the Chair. Council's main function is to listen to the views of the public regarding the change of land use in the proposed bylaw/permit. It is not the function of Council to debate the merits of an application with speakers. Questions from members of the public and Council must be addressed through the Chair.

Once the Public Hearing/Public Meeting concludes, no further information or submissions can be considered by Council until the bylaw or permit is approved or rejected.

Following adjournment of the Public Hearing/Public Meeting, the Regular meeting of Council reconvenes and the bylaw/permit is discussed and debated by members of Council, followed by consideration of third reading of the bylaw or approval of the permit.