



# THE CORPORATION OF THE CITY OF NORTH VANCOUVER

## PUBLIC HEARING PROCESS

Public Hearings are generally held on the third Monday of every month on a Council meeting night in the Council Chamber when Council are considering the adoption of, or amendments to, either the City's Official Community Plan or Zoning Bylaw. Public Hearings are regulated by the Local Government Act of British Columbia.

A Hearing is held for the purpose of allowing the public to make representations to Council on the proposed bylaw, either in person, by attorney or by letter, fax, or email. All persons who deem their interest in property affected by the proposed amendments shall be heard. Council wants to hear from you.

It is important to note and understand that Council has not made up its mind on the issue. Nothing is a 'fait accompli'. Each Council Member must come to the hearing with an open mind, to listen to and hear from the public. You are being given the opportunity to persuade each Member of Council to your way of thinking.

Each person does make a difference. Please speak up.

### Hearing Process

#### 1. OPENING OF HEARING - Chair (The Mayor)

The Mayor, when opening the Public Hearing may restrict the public to a certain defined number of minutes to speak once, and may offer other restrictions on the presentations by the public provided that everyone is given a reasonable opportunity to be heard (as per Section 890 (3.1) of the Local Government Act). The intent of the Public Hearing is to give all the members of the public a reasonable opportunity to present their point of view, to offer their suggestions, and to indicate their concerns. Should your presentation require longer than 5 minutes, then please advise the Chair at the time of your presentation.

#### 2. INDIVIDUAL APPLICATION

- (a) Introduction - City Clerk/Deputy City Clerk
- (b) Review of Project - City Staff
- (c) Presentation by applicant
- (d) Representations from the public
- (e) Questions from Council Members

NOTE: Questions either from the public or Council Members must be addressed through the Chair.

#### 3. CONCLUDE (To terminate proceedings)

A motion to conclude means to bring the Public Hearing to an end.

Please note that Council Members are not permitted to receive further submissions or hear either a proponent or opponent to an application once the Public Hearing has been concluded.

Upon concluding (terminating) the Public Hearing, the related zoning or official community plan bylaws to permit the proposed changes will be brought forward for second or third reading under the Bylaw section of the Council Agenda later in the same evening (if time permits), or at the next available open meeting at which time Council Members will make a decision thereon.

#### 4. ADJOURNMENT

If Council does not wish to conclude (terminate) the Public Hearing because they wish to receive further submissions from the public or the developer, or in order to accommodate a large number of speakers at a lengthy Public Hearing, they may use the motion to adjourn, which means to recess.

A motion to adjourn the same Public Hearing to another date must specify the date, time, and location of the adjourned Public Hearing otherwise new notices must be sent and advertisements published in accordance with the provisions of the Local Government Act.

If you require further information on the process please contact either the City Clerk or Deputy City Clerk at 604-985-7761.

# PUBLIC HEARING

## TYPICAL PROCESS

STEP 1: City receives application to amend Zoning Bylaw or Official Community Plan.

STEP 2: Staff review application and refer it to advisory bodies as required.

STEP 3: Staff report to Council with comments from advisory bodies seeking first reading of bylaw and referral to a Public Hearing.

(First reading does not mean agreement with the application merely that the item be referred for public comment and input. First reading gives the bylaw a name only.)

STEP 4: Council consider the application and refer to Public Hearing.

STEP 5: Public Hearing scheduled three weeks to one month later to accommodate notice to affected residents within a 100 metre radius and advertising twice in local newspaper.

Public Hearing is usually scheduled for the third Monday of every month on a Council Meeting Night but this can vary:

- public invited to comment. A sign-up sheet will be located on the table outside the Council Chamber from 5:00 p.m., until the commencement of the Public Hearing scheduled for that evening for all members of the public to sign if they wish to speak at the Public Hearing. If members of the public do not sign the sign-up sheet the Chair will ask if anyone else in the Chamber wishes to speak after all the people who signed the sign-up sheet have been given the chance to speak at the said Public Hearing.
- Council to listen and ask questions for clarification.

STEP 6: After Public Hearing concluded then Council considers amendment bylaw for 2nd and 3rd readings and Council debate occurs.

STEP 7: After at least 1 full day, usually 1 week, Council will consider final adoption of the bylaw only if landscape deposits, covenants, development agreements are in order and completed.