



AGENDA FOR THE REGULAR MEETING OF COUNCIL TO COMMENCE AT 6:00 P.M., AND A PUBLIC HEARING TO COMMENCE AT 7:00 P.M., IN THE COUNCIL CHAMBER, CITY HALL, 141 WEST 14TH STREET, NORTH VANCOUVER, B.C., ON MONDAY, APRIL 19, 2010.

COUNCIL MEETING – 6:00 P.M.

“LIVE” BROADCAST VIA CITY WEB SITE www.cnv.org

Shaw Cable will broadcast at 1:30 p.m. Saturday

ADOPTION OF MINUTES

1. [Regular Council Meeting Minutes, April 12, 2010.](#)
2. In Camera Committee of the Whole Meeting Minutes, April 12, 2010.

PUBLIC INPUT PERIOD – 6:00 P.M. – File: 1090-21

The time allotted for each speaker appearing before Council during the Public Input Period is two minutes. The maximum number of speakers during the Public Input Period is set at five persons.

The Public Input Period provides an opportunity for the public to speak directly to Council on items on the Council agenda and to any topic the speaker feels is of relevance to City Council.

The Public Input Period provides an opportunity for input only, without the expectation of response from Council and places the speaker's concern on the record.

Speakers are requested to place their name on the sign up sheet in order to speak during the Public Input Period. The sign up sheet will be available on the table in the lobby outside the Council Chamber from 5:30 p.m., until 6:00 p.m., on the night of the Council meeting. The Mayor will invite those wishing to speak in the order that their name appears on the sign up sheet.

Speakers are requested to omit addressing items that refer to items on the agenda from a concluded Public Hearing/Public Meeting and to Public Hearings, Public Meetings, Policy Committee and Finance Committee meetings, when these meetings are scheduled on the same evening's agenda.

Speakers may speak only once at the Public Input Period.

When appearing before Council, speakers are requested to state their name and address for the record.

Please address the Mayor as Mayor Mussatto or Your Worship and please address Councillors as Councillor followed by their surname.

CONSENT AGENDA ITEMS

{Items *20, *21, *22 and *23}

The following items ***20, *21, *22 and *23** {See Agenda Pages 8 and 9} are listed in the Consent Agenda and may be considered separately or considered in one motion:

RECOMMENDATION:

THAT the resolutions listed within the “Consent Agenda” be approved.

CITY CLERK’S RECOMMENDATION:

THAT the Council recess to the Committee of the Whole In Camera, to consider the items as listed under the Committee of the Whole Section of the Council Agenda, for the following reasons respectively for each item:

3. Section 90 (1) (e)
4. Section 90 (1) (l)
5. Section 90 (1) (a)

Sections 89 (1), 89 (2), 90 (1), 90 (2), 90 (3) and 92 are listed in their entirety within this agenda package.

COMMITTEE OF THE WHOLE (IN CAMERA) CONFIDENTIAL REPORTS

3. Land Matter – File: 3375-06-02

Report: Property Valuator-Negotiator, Corporate Services, April 13, 2010.

4. 2010 Community Survey – File: 1600-09

Report: Director, Corporate Services, April 12, 2010.

5. Appointments to the Civic Engagement Task Force – File: 1085-01

Report: City Clerk, April 7, 2010.

See Information Report of the City Clerk dated April 14, 2010.

REPORT OF COMMITTEE OF THE WHOLE

PROCLAMATIONS

“PITCH-IN CANADA WEEK” – APRIL 19 – 25, 2010

REPORTS OF COMMITTEES, COUNCIL REPRESENTATIVES AND STAFF

6. Accessory Structure – 1945 Mahon Avenue – File: 3345-02 Mahon 1945

[Report: Bylaw Officer, Corporate Services, April 14, 2010.](#)

[Attachment 1](#)

[Attachment 2](#)

[Attachment 3](#)

[Attachment 4](#)

RECOMMENDATION:

PURSUANT to the report of the Bylaw Officer, Corporate Services, dated April 14, 2010, entitled “Accessory Structure – 1945 Mahon Avenue”:

THAT the owner of the property located at 1945 Mahon Avenue be required to remove the unapproved structure from the property by May 15, 2010;

AND THAT should the property owner fail to comply with this requirement, staff be authorized to proceed with an application to the Supreme Court of British Columbia for an injunction thereby ordering the removal.

Mayor Darrell Mussatto invites Mr. Harry Malbet, registered owner of 1945 Mahon Avenue, or owner’s representative, to come forward and make representation why the City Council should not proceed with the above noted recommendation.

PUBLIC HEARING – 7:00 P.M.

OFFICIAL COMMUNITY PLAN - BYLAW NO. 8064

To amend “City of North Vancouver Official Community Plan Bylaw, 2002, No. 7425” to designate lots with a one-unit residential building and an accessory coach house as a form of “Intensive Residential Development” requiring a Development Permit.

ZONING - BYLAW NO. 8065

To amend “Zoning Bylaw, 1995, No. 6700” to add the following two sets of Development Permit Design Guidelines: “Level-A Accessory Coach House Development Permit Guidelines” and “Level-B Accessory Coach House Development Permit Guidelines.”

APPLICANT: THE CORPORATION OF THE CITY OF NORTH VANCOUVER

Council will consider Bylaws Nos. 8064 and 8065 under items 7 and 8.

[See Information Report of the Planning Technician dated March 18, 2010.](#)

Continued...

PUBLIC HEARING – Continued

AGENDA

Chair: Mayor Darrell R. Mussatto

- [Staff Presentation](#)
- Representations from the Public
- Questions and comments from Council Members
- Motion to conclude the Public Hearing.

BYLAWS - Second and Third Readings

7. “City of North Vancouver Official Community Plan Bylaw, 2002, No. 7425, Amendment Bylaw, 2010, No. 8064” (Coach House Development Permit Areas).
8. “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2010, No. 8065” (Accessory Coach House Development).
9. “Development Procedures Bylaw, 2001, No. 7343, Amendment Bylaw, 2010, No. 8066” (Accessory Coach House Development).

COUNCIL REPORT - File: 1085-01

Each Council Member is permitted 5 minutes to report on their activities.

BYLAWS - Introduction and First Three Readings

10. “Financial Plan for the Years 2010 to 2019 Bylaw, 2010, No. 8078”.

[See Information Report of the Manager, Financial Planning dated April 14, 2010.](#)
11. “Tax Rates Bylaw, 2010, No. 8079”.

[See Information Report of the Manager, Financial Services dated April 13, 2010.](#)

BYLAWS - Second and Third Readings

12. "Concrete sidewalk and curb on the North side of the 300 block of West 4th Street between Mahon and Forbes Avenue, Local Area Service Parcel Tax Bylaw, 2010, No. 8071".

[See Information Report of the City Engineer dated April 14, 2010.](#)

REPORTS OF COMMITTEES, COUNCIL REPRESENTATIVES AND STAFF

13. **North Vancouver Museum – New Vision – File: 1085-03-N5-01**

[Report: Director, North Vancouver Museum & Archives, April 12, 2010.](#)
[Attachment 1](#)

RECOMMENDATION:

PURSUANT to the report of the Director, North Vancouver Museum & Archives, dated April 12, 2010, entitled "North Vancouver Museum – New Vision":

THAT the report entitled "Vision and Preliminary Feasibility Study for the North Vancouver Museum", Attachment 1 of the April 12, 2010 report, be referred to City staff for a report.

14. **Arts and Cultural Grants: Operating Grant Recommendations, 2010 – File: 1085-03-N3-01**

[Report: Cultural Development Officer, North Vancouver Office of Cultural Affairs, April 12, 2010.](#)
[Attachment 1](#) [Attachment 2](#) [Attachment 3](#)

RECOMMENDATION:

PURSUANT to the report of the Cultural Development Officer, North Vancouver Office of Cultural Affairs, dated April 12, 2010, entitled "Arts and Cultural Grants: Operating Grant Recommendations, 2010":

THAT Operating Grants for arts and cultural organizations be approved in the amount of \$129,450 as recommended by the peer assessment jury and as outlined in the April 12, 2010 report;

AND THAT the City's contribution of \$64,725 be approved for release, pending joint approval of these same recommendations by the District of North Vancouver;

AND THAT the District of North Vancouver be invoiced for its contribution of \$64,725.

15. Office of Cultural Affairs: Project Grant Recommendations – 2010 Round Two – File: 1085-03-N3-03

[Report: Cultural Development Officer, North Vancouver Office of Cultural Affairs, April 12, 2010.](#)

[Attachment 1](#) [Attachment 2](#)

RECOMMENDATION:

PURSUANT to the report of the Cultural Development Officer, North Vancouver Office of Cultural Affairs, dated April 12, 2010, entitled “Office of Cultural Affairs: Project Grant Recommendations – 2010, Round Two”:

THAT Project Grants be approved in the amount of \$48,500, as recommended by an independent jury of peer experts, to support a range of arts-based projects, community celebrations and cultural events;

AND THAT a further \$22,000 in grants be approved to support three civic events: Canada Day (at Waterfront Park), Canada Day Parade and Remembrance Day;

AND THAT the City’s contribution of \$35,250 be approved for release, pending joint approval of these same grants recommendations by the District of North Vancouver;

AND THAT the District of North Vancouver be invoiced for its matching contribution of \$35,250.

16. Bicycle and Pedestrian Improvements on 3rd Street from Kennard to Queensbury Avenues – File: 4100-08-01

[Report: Transportation Planner, Engineering, Parks & Environment, April 14, 2010.](#)

[Attachment 1](#) [Attachment 2](#) [Attachment 3](#) [Attachment 4](#)

RECOMMENDATION:

PURSUANT to the report of the Transportation Planner, Engineering, Parks & Environment, dated April 14, 2010, entitled “Bicycle and Pedestrian Improvements on 3rd Street from Kennard to Queensbury Avenues”:

THAT Phase 1, eastbound and westbound bicycle lanes on 3rd Street Hill between Kennard and Queensbury Avenues including pedestrian improvements at the 3rd and Queensbury intersection be installed;

AND THAT Phase 2, provision of a multi-use path along 3rd Street Hill be considered in context of the City’s 10 Year Project Plan;

Continued...

16. Bicycle and Pedestrian Improvements on 3rd Street from Kennard to Queensbury Avenue – File: 4100-08-01 - Continued

AND THAT (Funding Appropriation No. 1005) an amount of \$50,000 be appropriated from the Sustainable Transportation Reserve Fund for the purpose of funding bicycle lanes installation and improvements to the 3rd and Queensbury intersection;

AND THAT should any of the above amount remain unexpended after three years from the date of appropriation, the unexpended balance shall be returned to the credit of the said Reserve Fund;

AND THAT the April 14, 2010 report be referred to the North Vancouver Joint Bicycle Advisory Committee, the Advisory Planning Commission, TransLink and Coast Mountain Bus Company for their information.

17. Marine Drive Town Hall Meeting – File: 3380-02-M1

[Report: Director, Community Development, April 14, 2010.](#)

[Attachment 1](#)

[Attachment 2](#)

[Attachment 3](#)

[Attachment 4](#)

[Attachment 5](#)

[Attachment 6](#)

[Attachment 7](#)

[Attachment 8](#)

RECOMMENDATION:

PURSUANT to the report of the Director, Community Development, dated April 14, 2010, entitled “Marine Drive Town Hall Meeting”:

THAT current policy directions be reconfirmed and that the April 14, 2010 report be received and filed.

18. Official Community Plan Amendment / Rezoning Proposal – 735 West 15th Street (Adera/Integra Architects) – Follow-Up to the Town Hall Meeting – File: 3345-02 15 W 735

[Report: Director, Community Development, April 14, 2010.](#)

[Attachment 1](#)

[Attachment 2](#)

RECOMMENDATION:

PURSUANT to the report of the Director, Community Development, dated April 14, 2010, entitled “Official Community Plan Amendment / Rezoning Proposal – 735 West 15th Street (Adera/Integra Architects) – Follow-Up to the Town Hall Meeting”:

THAT Adera Development Corporation be advised that the City is prepared to process an Official Community Plan Amendment/Rezoning Proposal – 735 West 15th Street at 1.0 times the lot area residential density, consistent with the recommendations of the Marine Drive Task Force, with the potential for a small density bonus for environmental, affordable housing or other bonusable considerations, consistent with the City’s Official Community Plan.

MOTIONS AND NOTICES OF MOTION

19. Contract Renewal with the RCMP – File: 3200-04-04

Submitted by: Councillor R.C. Clark

WHEREAS the Province of BC through the Office of the Solicitor General is negotiating a contract renewal with the RCMP, on behalf of those municipalities served by the RCMP in BC, effective in 2012;

NOW THEREFORE BE IT RESOLVED THAT the North Vancouver City Council notify the Solicitor General of BC that North Vancouver City Council will not sign any agreement with the RCMP at the 2012 renewal unless and until there is civilian oversight and accountability which is acceptable to North Vancouver City Council;

RESOLVED THAT an independent civilian complaints mechanism must also be demonstrated; and

RESOLVED THAT by copy of this motion, the Commissioner of the RCMP, the Deputy Commissioner, Pacific Region and Commanding Officer, “E” Division (B.C.), the District of North Vancouver, Metro Vancouver, all municipalities served by the RCMP in BC, the Union of British Columbia Municipalities, the Federation of Canadian Municipalities and all North Shore MLA’s and MP’s, be advised of this action.

[See Information Report of the Director, Corporate Services dated April 14, 2010.](#)

START OF CONSENT AGENDA ITEMS

CORRESPONDENCE

***20. [Metro Vancouver, Board in Brief, April 9, 2010](#) - File: 1180-06**

RECOMMENDATION:

THAT the Metro Vancouver, Board in Brief, dated April 9, 2010, be received and filed.

REPORTS OF COMMITTEES, COUNCIL REPRESENTATIVES AND STAFF

***21. 2010 2nd Quarter Waterfront Project Update – File: 3330-02-W1-01**

[Report: Waterfront Project Manager, April 14, 2010.](#)

RECOMMENDATION:

PURSUANT to the report of the Waterfront Project Manager, dated April 14, 2010, entitled “2010 2nd Quarter Waterfront Project Update”:

THAT the April 14, 2010 report be received and filed.

***22. Parks and Environment Advisory Committee 2009 Annual Report
– File: 1085-03-P4-03**

[Report: Chair, Parks and Environment Advisory Committee, April 13, 2010.
Attachment 1](#)

RECOMMENDATION:

PURSUANT to the report of the Chair, Parks and Environment Advisory Committee, dated April 13, 2010, entitled “Parks and Environment Advisory Committee 2009 Annual Report”:

THAT the April 13, 2010 report be received and filed.

***23. Statutory Review: Official Community Plan Amendment – Bill 27
Response: Greenhouse Gas Reduction Targets, Policies and Actions
– File: 4000-07/3330-01**

[Report: Planner, Community Development, April 14, 2010.](#)

RECOMMENDATION:

PURSUANT to the report of the Planner, Community Development, dated April 14, 2010, entitled “Statutory Review: Official Community Plan Amendment – Bill 27 Response: Greenhouse Gas Reduction Targets, Policies and Actions”:

THAT the review contained in the April 14, 2010 report concerning statutory examinations of the “City of North Vancouver Official Community Plan Bylaw, 2002, No. 7425, Amendment Bylaw, 2010, No. 8075” (Bill 27 Response: Greenhouse Gas Reduction Targets, Policies and Actions), with respect to its impact on the City’s Finance and Waste Management Plans, be received and filed.

END OF CONSENT AGENDA ITEMS

COMMITTEE OF THE WHOLE (IN CAMERA) CONFIDENTIAL REPORTS
- Continued

REPORT OF THE COMMITTEE OF THE WHOLE - Continued

RECESS: Public Question Period Limited to Items on the Agenda
- TEN MINUTES TOTAL

The recess for the Public Question Period is limited to items on the Council agenda only. The entire recess period cannot be longer than ten minutes and this is for everyone, not just one individual. If there are two or more persons asking questions, the Mayor will divide the ten minutes equally between each individual. Then the Mayor will ask each individual "What is your question"? and decide if the question is related to an item on the Council agenda. Once the ten minute recess period is up, the recess shall be declared over and the Council meeting reconvened.

INQUIRIES

ANY OTHER BUSINESS – NEW ITEMS

ADJOURNMENT

COMMUNITY CHARTER

Division 3 – Open Meetings

General rule that meetings must be open to the public

- 89** (1) A meeting of a council must be open to the public, except as provided in this Division.
- (2) A council must not vote on the reading or adoption of a bylaw when its meeting is closed to the public.

Meetings that may or must be closed to the public

- 90** (1) A part of a council meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:
- (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
 - (b) personal information about an identifiable individual who is being considered for a municipal award or honour, or who has offered to provide a gift to the municipality on condition of anonymity;
 - (c) labour relations or other employee relations;
 - (d) the security of the property of the municipality;
 - (e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;
 - (f) law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment;
 - (g) litigation or potential litigation affecting the municipality;
 - (h) an administrative tribunal hearing or potential administrative tribunal hearing affecting the municipality, other than a hearing to be conducted by the council or a delegate of council;
 - (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
 - (j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the *Freedom of Information and Protection of Privacy Act*;
 - (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public;

Continued....

Meetings that may or must be closed to the public – Continued

- (l) discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [*annual municipal report*];
 - (m) a matter that, under another enactment, is such that the public may be excluded from the meeting;
 - (n) the consideration of whether a council meeting should be closed under a provision of this subsection or subsection (2);
 - (o) the consideration of whether the authority under section 91 [*other persons attending closed meetings*] should be exercised in relation to a council meeting.
- (2) A part of a council meeting must be closed to the public if the subject matter being considered relates to one or more of the following:
- (a) a request under the *Freedom of Information and Protection of Privacy Act*, if the council is designated as head of the local public body for the purposes of that Act in relation to the matter;
 - (b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party;
 - (c) a matter that is being investigated under the *Ombudsman Act* of which the municipality has been notified under section 14 [*ombudsman to notify authority*] of that Act;
 - (d) a matter that, under another enactment, is such that the public must be excluded from the meeting.
- (3) If the only subject matter being considered at a council meeting is one or more matters referred to in subsection (1) or (2), the applicable subsection applies to the entire meeting.

Requirements before meeting is closed

- 92** Before holding a meeting or part of a meeting that is to be closed to the public, a council must state, by resolution passed in a public meeting,
- (a) the fact that the meeting or part is to be closed, and
 - (b) the basis under the applicable subsection of section 90 on which the meeting or part is to be closed.



THE CORPORATION OF THE CITY OF NORTH VANCOUVER

City Clerk's Department Procedures

DELEGATIONS

"Delegation" is the term used to define the process whereby an individual appears before the City Council in order to make a presentation, enter a request for action, register a complaint, bring Council up to date on a project/idea/concept, or to provide further information on an issue currently before the Council for a decision.

The procedure for a member of the public to appear as a delegation is as follows:

- submit a written request to the City Clerk by ¹fax, email, letter, or memo no later than noon on the Wednesday preceding the regular Monday Council meeting at which they wish to appear. Such written request should include the subject matter to be discussed with Council, complete with all relevant information, and specify the preferred date they wish to be received (heard). (Note: The earlier this request is submitted, the better the chance to obtain the preferred meeting night.)
- The City Clerk will assign an appropriate date. Every effort is made to assign a date as soon as possible depending on various factors such as whether or not a staff report is pending that should be considered by Council at the same time as the delegation appears, or upon whether timeliness is an issue.
- The City Clerk will respond to the request by telephone or in writing advising the date of the Monday Council meeting when they are scheduled, the time they should appear and advising that they are limited to a 10 minute presentation. (The Clerk's response will clarify that the presentation is limited to 10 minutes regardless of the number of people in the delegation, i.e. one person gets 10 minutes, two or more people split up the 10 minutes however they wish.) The response will also affirm that the City must be in receipt of any presentation brief to be put to Council no later than noon of the Wednesday (5 days) prior to the scheduled Council Monday meeting delegation appearance.

Those persons appearing before Council as a delegation should be aware of the following matters of protocol:

- The Mayor should be addressed as "Your Worship" or "Mayor Mussatto";
- the Councillors should be addressed as "Councillor <name>" (being certain to include the title Councillor in front of their name);
- staff should be addressed either by title, e.g. the 'City Clerk', 'Director, Community Development', 'City Manager', 'Director of Finance', or by name, e.g. Ms. Dowey, Mr. White, Mr. Tollstam, or Ms. Gordon, respectively

and all responses to Council or staff should be addressed through the Mayor.

It is understandable that delegates will be nervous, but remember that Council is very familiar with this process and is very understanding of the nervousness and tries to set a comfortable and welcoming scenario for all. Council is very sympathetic, wants to entertain delegations, and wants to encourage participation. So, remember Council wants you to come forward and be heard; so 'speak up' because you are important and 'you do make a difference'.

The opportunity to appear as a delegation is at the privilege of Council so use the time wisely to make succinct, salient points. Upon completion of your presentation, Council will ask questions if they feel clarification is required.

¹ Fax: 604-985-9417
Email: sdowey@cnv.org
Address: 141 West 14th Street, North Vancouver BC V7M 1H9



THE CORPORATION OF THE CITY OF NORTH VANCOUVER

PUBLIC INPUT PERIOD - GUIDELINES

The following guidelines apply to the Public Input Period held before Council to afford citizens an opportunity to address Council:

- The time allotted for each speaker appearing before Council during the Public Input Period is two minutes.
- The maximum number of speakers during the Public Input Period is set at five persons.
- The Public Input Period provides an opportunity for the public to speak directly to Council on items on the Council agenda and to any topic the speaker feels is of relevance to City Council.
- The Public Input Period provides an opportunity for input only, without the expectation of response from Council. It is an opportunity to provide input and places the speaker's concern on the record.
- Speakers are requested to place their name on the sign up sheet in order to speak during the Public Input Period. The sign up sheet will be available on the table in the lobby outside the Council Chamber from 5:30 p.m., until 6:00 p.m., on the night of the Council meeting.
- The Mayor will invite those wishing to speak in the order that their name appears on the sign up sheet.
- Speakers are requested to omit addressing items that refer to items on the agenda from a concluded Public Hearing/Public Meeting and to Public Hearings, Public Meetings, Policy Committee and Finance Committee meetings, when these meetings are scheduled on the same evening's agenda.
- Speakers may not speak disrespectfully of any Council Member, staff member, or any other person and must not use offensive words or gestures.
- Speakers may speak only once at the Public Input Period.
- When appearing before Council, speakers are requested to state their name and address for the record.
- Please address the Mayor as Mayor Mussatto or Your Worship.
- Please address Councillors as Councillor followed by their surname.



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.