

## PUBLIC HEARING INFORMATION

### What is a Public Hearing?

Public hearings are typically held when there is an amendment to the zoning bylaw or the Official Community Plan, or when required by provincial statute. A public hearing offers the public an opportunity to provide input on matters contained in the bylaw(s). The hearing is not a question and answer period - it is an opportunity for the views of the public to be heard by Council.

### How Are Public Hearings Advertised?

The minimum notification requirements and timing for public hearings are established by the *Community Charter* and [Local Government Act](#). Members of Council wish to ensure residents have adequate notice and access to information about proposed bylaw amendments.

### Participating in the Public Hearing Process

The public hearing is open to all members of the public. If you believe you are affected by the proposed land use application, you may make a presentation or submit written comments at the public hearing. If you have questions, please email or contact relevant City staff with any questions before the hearing.

*PLEASE NOTE: Should you wish to attend the public hearing you are strongly advised to seek further information from staff and are encouraged to seek answers to technical questions well in advance of the hearing date.*

### What Happens at a Public Hearing?

- › The Mayor calls the meeting to order at the prescribed time, which is listed on the public hearing notice.
- › City staff describe the procedure for the meeting and proceed with the first agenda item.
- › When applicable, the applicant is usually invited to speak first followed by the general public.
- › There are no requirements to register for speaking in advance of the meeting nor is there a speakers' list at the meeting.
- › Everyone who wishes to speak will be given an opportunity to be heard. Once everyone has had a chance to speak, those who wish to speak again may do so. Please keep in mind, if you choose to speak again, you should present new points, not repeat what you have already stated.
- › The Mayor calls three times, to ask if anyone else would like to speak; should no one appear at the podium to speak, the item is then closed.
- › If there is more than one bylaw on the public hearing agenda the above steps will be repeated.
- › Once all agenda items have been closed, the Mayor will adjourn the public hearing.

### Speaking at a Public Hearing

- › Begin your comments by stating your name and civic address\*.
- › State if you are 'in favour' or 'opposed' to the amendment bylaw.
- › Each speaker will be given a reasonable opportunity to be heard or to present written submissions on matters about the proposed bylaw.
- › No one will be, or should feel, discouraged or prevented from making their views heard.
- › Each speaker may appear a second or third time with additional information or to finish their comments, once all other people wishing to speak have been heard.
- › Please take the opportunity in advance to review materials closely as you will only be permitted to comment on the proposal as presented.

- › The public hearing is not the time to ask questions about the application. If you have questions about the proposal, please contact staff in advance of the meeting.
- › Decorum must be maintained at all times. The public will be asked to listen quietly and respect each person's rights to voice their opinion. Please refrain from applause or other expressions of emotion. Inappropriate language, or criticisms aimed at an individual or group will not be tolerated.
- › Comments are to be directed to the application, speakers must be concise and respectful of Council, staff and other members of the public; everyone has the right to state their point of view.

**\*NOTE:** The address of the speaker is permitted to be collected through Section 26(c) of the *Freedom of Information and Protection of Privacy Act*. If the speaker has questions or concerns regarding the collection of their personal information, please contact the corporate officer.

### Speaking with a Petition at a Public Hearing

If you wish to present a petition at the public hearing, please state your name and address, read out the information at the top of the petition, note the number of signatures and submit the document to the corporate officer.

### Written Submissions

Should you have any comments or concerns you wish to convey to Council or if you cannot attend the public hearing, please submit written correspondence to the corporate officer by noon on the day of the public hearing. You may forward your submissions:

- › **By mail** to the Corporate Officer at the City of Parksville, Box 1390, Parksville V9P 2H3.
- › **In person** to the Corporate Officer at Parksville City Hall, 100 Jensen Avenue East, Parksville.
- › **By email** to [administration@parksville.ca](mailto:administration@parksville.ca) with the name of the public hearing in the subject line.

Please note:

- › Presentations or submissions must be received by Council before the close of the public hearing for the item as Council is not permitted to receive or consider any further submissions or information from the public or the applicant after the hearing concludes.
- › Submissions are recorded by the corporate officer. Copies of submissions will be included in their entirety in the public information package and will form part of the public record. By submitting written documents, you are providing consent for the submission to become a public document.
- › Copies of submissions will be available on request following the hearing.

Members of Council may, if they wish, ask questions of the speaker following their presentation. Council members' role at the hearing is to listen to the views of the public. Council will not debate the merits of the proposal with individual citizens during a public hearing. This is the opportunity for the public to speak and for Council to listen.

### After the Public Hearing

Council cannot consider further information or submissions from an applicant or member of the public after the close of the public hearing; this is to allow a fair process as established by provincial case law.

### Further Information

Please contact the administration department at 250 954-3070 or by email at [administration@parksville.ca](mailto:administration@parksville.ca).