



Public Hearing Process

Planning & Development



WHAT IS A PUBLIC HEARING?

Pursuant to the Municipal Government Act, the County must hold a Public Hearing before Council when amending a Statutory Plan or Land Use Bylaw of the County. At this Public Hearing, members of the public are provided the opportunity to address Council with their concerns or their support of the application.

WHEN ARE PUBLIC HEARINGS REQUIRED?

Public Hearings are required when there has been an application to have a property rezoned or redesignated from one land use classification to another. After the County has received an application for redesignation, the matter will be scheduled for a Public Hearing.

WHEN ARE PUBLIC HEARINGS HELD?

Public Hearings are held in conjunction with a Regular Council Meeting held on every 2nd and 4th Tuesday of the month. Alternatively, Council may schedule a Special Council Meeting to hold a Public Hearing if necessary.

WHO'S NOTIFIED OF PUBLIC HEARINGS?

Public Hearings are advertised in the local newspaper for a period of 2 weeks prior to the Public Hearing. Applicants, adjacent landowners, and applicable referral agencies will receive notice of a Public Hearing for a redesignation.

PRESENTING AT PUBLIC HEARINGS

If you would like to address Council, either in support of the application or in opposition to the application, you may do so at the Public Hearing. When you are presenting to Council, you will be required to:

- 1) State your name (and spelling of your name)
- 2) State your location of residence
- 3) State whether you are speaking on your own behalf or for a group
 - a. If speaking for a group, proof (letter/minutes etc.) is required












Written submissions received by the advertised deadline will become part of the Public Hearing package.

Presentations are limited to 5 minutes for individuals and 10 minutes for groups. A request for additional time may be made and considered by the Chair.

If there is a group of people with the same concern(s), it is preferred that one person make the presentation. If more than one person is going to address council, subsequent presentations should include new or different information only so that concerns are not repeated.

You may bring material to the Public Hearing to share with Council (minimum of 8 copies). The recording secretary will collect it and provide it to Council and staff.

FORMAT FOR PUBLIC HEARINGS

1.  **The Chair** will read the proposed Bylaw.
2.  **Planning and Development Services** will provide a presentation and the recommendation on the redesignation.
3.  **The Applicant** or designate is provided with the opportunity to speak to their application.
4.  **Individuals** in the gallery will be provided the opportunity to make comments, in the following order:
 - a.  In favour of the application;
 - b.  Opposed to the application.
5.  **Council** is provided the opportunity to ask questions of anyone.
6.  **The Applicant** is provided the opportunity for closing comments.
7.  **Planning and Development Services** is provided the opportunity for closing comments.
8.  **Council** can ask questions of any presenter.
9.  **The Chair** will close the Public Hearing. At this point, no new information can be given.



PLEASE REMEMBER

- The purpose of a Public Hearing is to provide members of the public an opportunity to address Council before a decision is made.
- Please ensure that your presentation is organized and to the point. Time for presentations is limited to 5 minutes (additional time may be considered).
- Council may ask you questions regarding your presentation.
- Once you have made your presentation, you will not have another opportunity to address Council, unless you are asked a direct question.

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NOTE

Council may consider a motion to give the Bylaw second reading.

If this happens, **Council** will discuss the merits of the application after the Public Hearing is closed. Questions may only be asked on process/clarification of information provided.

Council will vote on the motion.

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If the second reading is approved, then third reading may be moved and voted on.

- a. NOTE: Second & third readings may be deferred to another **Council** meeting in order to amend the Bylaw.

For more information:

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