

# Corporate Policy

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Section:	Planning and Development	13
Sub-Section:	Development – General	6410
Title:	Information Available to the Public as Part of Public Hearings	04

## Related Policies

Number	Title

## Approvals

Approval Date: November 26, 2002	Approved by: Council
Amended: September 19, 2017	Resolution #: <u>RC(CW)17/031 (CW17/117)</u>
Amended:	Resolution #:
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## Corporate Policy Manual

### Information Available to the Public as Part of Public Hearings

## Policy

1. In addition to any statutory requirements set out in the *Local Government Act*, the following information will be made available to the public on any application subject to a Public Hearing:

- ◆ The Bylaw;
- ◆ All Council reports and reports to committees regarding the Bylaw, excluding any Closed reports that have not been authorized for release by Council;
- ◆ All minutes of Council and Committee meetings regarding the Bylaw, excluding any Closed meeting minutes.
- ◆ All consultant reports determined by the General Manager of Development Services as being required to be presented by the applicant as part of the Bylaw process;
- ◆ Copy of the completed application form from the applicant;
- ◆ All correspondence and responses by government or other referral agencies;
- ◆ All representations for or against the Bylaw to be presented at the Public Hearing; and
- ◆ Any other documents or correspondence not included in the foregoing determined by the General Manager of Development Services to be material to consideration of the Bylaw, the release of which would not be a violation of the *Freedom of Information and Protection of Privacy Act*.

2. All of the documents listed above determined to be relevant for disclosure will be received and made available prior to the date on the which a public hearing is advertised and notice is given pursuant to section 466 of the *Local Government Act*, with the exception of any representations for or against the Bylaw that are received after the Public Hearing is advertised and notice is given, which will be made available as they are received.

3. Council will not consider any new information from the public or the applicant after the close of a Public Hearing in considering remaining readings of the Bylaw, except to seek clarification from City staff or receive staff reports on matters raised at the Public Hearing.

## Monitoring/Authority

Delegated to the General Manager of Development Services. Exceptions to this policy require Council approval.