

Corporate Policy

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| Section: | Planning and Development | 13 |
| Sub-Section: | Development – General | 6410 |
| Title: | Conducting a Public Hearing | 06 |

Related Policies

| Number | Title |
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Approvals

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

Policy

Each Public Hearing will proceed as follows:

1. An opening statement will be read by the Chair at the commencement of the Public Hearing (see Procedures).
2. The Chair will introduce the Bylaw and seek confirmation from the Corporate Officer that the statutory requirements have been met and whether any correspondence has been received.
3. The General Manager of Development Services will provide a brief description and explanation of the Bylaw.
4. The applicant or agent for the applicant will have an opportunity to comment on the application.
5. Members of the public will be called forward in turn to provide oral submissions and any further written submissions will be received.
6. Council members may ask questions of any speaker or of staff for clarification, but are not to debate the merits of the Bylaw.
7. The Public Hearing will be closed and Council will determine when the Bylaw will be further considered.

Copies of the Public Hearing policies and procedures will be made available from the Legislative Services Division.

Procedures

The opening statement to be read by the Chair at the commencement of a Public Hearing is as follows:

“The purpose of a Public Hearing is to allow any person affected by the proposed bylaw a reasonable opportunity to be heard respecting matters contained in the bylaw. I will call the names in the order listed on the speakers’ list and ask you to come forward to the microphone, state your name and city of residence, and present your views. If your name is not on the speakers’ list, there will be an opportunity for you to speak after those on the list.

We are interested in hearing your views and ask that you give each speaker equal respect. The intention of the Public Hearing is for you to give your comments to Council rather than to debate the comments of other speakers.

Any person who wishes to present a written submission to Council may do so until the close of the Public Hearing. All written submissions will be retained by the Legislative Services Division and will form part of the record of the Public Hearing.

Corporate Policy Manual

Conducting a Public Hearing

In an effort to ensure an ample opportunity for all speakers to be heard, you are asked to focus your presentation on the application and limit your presentation to five (5) minutes. The number of presentations that you can make will not be limited, provided that your comments are deemed to be relevant, not redundant, and the Public Hearing is not being obstructed.

Members of Council may ask questions of you following your presentation. However, the purpose of a Public Hearing is to hear the views of the public and not to debate the merits of the subject bylaw with citizens. Any debate by Council members will occur at the subsequent vote on the bylaw at a Regular Council meeting.

Once all speakers have been heard, the Public Hearing will close and no further submissions may be received. Referrals of the bylaw to the next or a specified meeting of Council will not be debated.”

Monitoring/Authority

Exceptions to this policy require Council approval.