



CITY OF PRINCE GEORGE

COUNCIL POLICY

Public Hearing Procedures and Guidelines

Legislative Services Division

Approved by Council: August 29, 2016

Revised by Council: May 30, 2022

Purpose:

The *Local Government Act* requires Council to hold public hearings before adopting a land use bylaw such as amendments to the official community plan or zoning bylaw where the proposed zoning is not consistent with the official community plan.

The public hearing must provide a reasonable opportunity for members of the public who may be affected by a proposed land use bylaw to be heard or to present written submissions to Council respecting matters contained within the bylaw that is the subject of the public hearing.

In order for the public hearing to be conducted in a consistent, fair, and equitable manner, Council has adopted by policy the following guidelines for the conduct of statutory public hearings. The Chair may make minor adjustments to the following guidelines in order to accommodate a smooth flow of the proceedings, provided that there is adherence to the underlying principles of the policy and all legislative requirements.

Public Hearing Procedures and Guidelines:

Council adopts the following procedures and guidelines for its public hearings:

- Chairperson will call the hearing to order by announcing the subject bylaw or application and general purpose of the hearing.
- Corporate Officer will advise of handout correspondence that has been received and circulated to Council following publication and distribution of the council meeting agenda.
- Any written materials and submissions considered by Council at the hearing will be available for review by the public during the hearing, and anyone wishing to comment on the content of those materials or submissions may do so.
- Chairperson may request that Administration provide an overview of the subject application and/or proposed bylaw(s).
- Chairperson will ask if the applicant is present and if so, if the applicant wishes to make a presentation and/or be available to answer questions.

- Following the applicant's presentation (if any), the Chairperson will call for representations from the public.
- Members of the public will be invited to make representations to Council regarding matters contained in the bylaw(s) that is/are the subject of the public hearing through either in-person attendance in Council Chambers at City Hall or other designated location, or by telephone.

Members of the public wishing to provide representations to Council by telephone must join the telephone conference line before the public hearing closes and follow the directions of the operator.

- Members of the public will be asked to provide their name and address for the record of the hearing. If an individual is speaking on behalf of another person or organization, the individual will be asked to identify the name of that person or organization and confirm that they have appropriate authorization to speak on their behalf.
- If the Chairperson anticipates that there may be a large number of speakers, the Chair may determine that a Speakers' List will be implemented, as follows:
 - Speakers will be called in the order that their name appears on the Speakers' List. The Speakers' List will be available when Council Chambers opens to the public prior to the commencement of the regular council meeting and public hearing. Pre-registration for the Speakers' List will not be permitted.
 - A person wishing to speak for a second time must re-register their name at the end of the Speakers' List and will be called in the order that their name appears on the list.
- The time limit for speakers, including the applicant, to make initial submissions to Council is ten (10) minutes. After all speakers have been heard for the first time, Council may hear from any persons wishing to speak for a second time with new information. The time limit for speakers to make second submissions to Council is five (5) minutes and should be limited to new information.
- If a speaker wishes to use a PowerPoint or other electronic media during their submission, the presentation materials must be submitted to the Corporate Officer before 12:00 p.m. on the date on which the public hearing is scheduled. Electronic presentations will not be accommodated without prior submission of the presentation materials. The speaker may provide a printed copy of their presentation for Council's review and consideration.
- When it appears that there are no further speakers, the Chairperson will call three (3) times for any final representations from the public.
- If no further speakers come forward, then the Chairperson will ask for a motion from Council to close the hearing.
- After a public hearing has been closed, Council should not receive new information or further submissions from the applicant or the public regarding the application and/or bylaw that was the subject of the hearing.