



# District of 100 Mile House

## COUNCIL PROCEDURE

Reference:	Supersedes:
<b>Subject: PROCEDURE FOR PUBLIC HEARINGS</b>	

### **PURPOSE:**

To outline the process which the District of 100 Mile House will use when conducting a Public Hearing.

### **PROCEDURE FOR EACH PUBLIC HEARING:**

1. The Mayor/Acting Mayor will ask all those present to sign the attendance record sheet and write in their civic address.
2. The Mayor/Acting Mayor will read a brief description of the Zoning Application or Official Community Plan Amendment.
3. The Mayor/Acting Mayor will ask staff to indicate any correspondence and/or petitions received, for the record.
4. The Mayor/Acting Mayor will read out the protocol in its entirety or portions thereof.
5. Attendees will be advised that this is a Public Hearing, a time to state comments and concerns. This is a forum for Council to hear from the public and receive information.
6. The applicant may make representation to Council regarding the project.
7. The Mayor/Acting Mayor will call for representation from the public in attendance.
  - a. The Mayor/Acting Mayor will recognize members of the public who are standing to indicate that they wish to speak to the application.
    - i. Comments at Public Hearing are to be directed to the Mayor/Acting Mayor and members of Council presiding at the meeting.
    - ii. The Mayor may be referred to as "Your Worship", "Madam or Mr. Mayor", "Mayor \_\_\_\_\_"; other Council members as "Councillor" or "Councillor \_\_\_\_\_".
    - iii. Speakers will clearly state their name and civic address for the record BEFORE making comments.
    - iv. Speakers must speak clearly and loudly so that their input can be clearly heard.
  - b. Members of Council may ask questions of the applicant and/or District staff in order to clarify details of the project.
  - c. The Mayor/Acting Mayor will call for final representation.

Approved By: COUNCIL	Effective Date: November 22 <sup>nd</sup> , 2005
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**PROTOCOL FOR PUBLIC HEARINGS**

All persons present who believe that their interest in property is affected by the proposed bylaw will be given a reasonable opportunity to be heard, make representations, or to present written submissions respecting matters contained in the proposed bylaw. No one will be discouraged or prevented from making his or her views heard.

Members of Council may ask questions of you following your presentation. The function of Council members during the Public Hearing is to hear the views of the public. It is not the function of Council at this Public Hearing to debate the merits of the proposed bylaw.

After the Public Hearing has concluded, Council may, without further notice, give whatever effect Council believes proper to representations made at the Public Hearing.

Your only opportunity to comment on the proposed bylaw will be during the Public Hearing as members of Council are not permitted to receive further submissions after the Public Hearing is closed.

To maintain order during the Public Hearing and to ensure everyone has a reasonable opportunity to be heard, the following rules of procedure have been established for this Public Hearing:

1. A Speakers' List will be established. If you wish to address the Public Hearing, please stand, you will be recognized and your name will be added to the list. If you are speaking from prepared remarks, please leave a copy with the Municipal Clerk.
2. Please commence your remarks by stating your name and address. If you are speaking on behalf of some other person or organization, please identify the name of that person or organization you are representing.
3. You must limit your comments to the matters contained in the application and you must not obstruct the Public Hearing. All speakers must be civil and respectful of others and ensure their comments address the specific issue being considered.
4. Each speaker is requested to limit their remarks to no more than 5 minutes each time, subject to adding his/her name to the Speaker's List again.
5. Everyone on the Speakers' List will be given an opportunity to speak. Speakers will be allowed one (1) supplementary presentation to present new information only and only after everyone has had an opportunity to address Council.



