

PUBLIC HEARING INFORMATION SHEET

What is a Public Hearing?

A Public Hearing is a vital part of Council's review when applications are made to change the City's Official Community Plan or Zoning Bylaw. A Public Hearing is the primary means for the public to present their views to Council on the item(s) contained in that evening's Public Hearing agenda. The Public Hearing is Council's opportunity to listen to members of the public. The purpose is not for Council to discuss and debate the topic. Simply put, the public speaks and Council listens.

When are Public Hearings Held?

Public Hearings are held on the first Thursday of each month (occasionally, Council authorizes a Special Public Hearing on a date other than the first Thursday). If there are no items for the agenda, the meeting will be cancelled.

How Are Public Hearings Advertised?

Staff and Council want to ensure that residents have adequate notice and access to information on bylaw amendments. For example, if there is a rezoning proposal that you are interested in, there are a number of ways to find out more about the proposal and when the Public Hearing will be held:

- **On-Site Signage.** Where applicable, on-site signage is placed on a property, which gives general information about the application, and provides contact information. The date, time, and place of the public hearing will be added to the sign 10 days prior to the Public Hearing date.
- **Mail Out & Delivery.** Where applicable, Public Hearing notices are mailed and/or delivered to property owners and tenants within a 10 metre radius of the subject property. The notices are sent 10 days prior to the Public Hearing date.
- **City Hall.** The Public Hearing notice and background materials for all agenda items are available for viewing at the City of Nanaimo Service and Resource Centre, located at 411 Dunsmuir Street.
- **Newspaper Advertisements.** Public Hearings are advertised in local newspapers the week before the Public Hearing. You can find them in these editions of the newspaper:
Nanaimo Daily News: Thursday
News Bulletin: Thursday and Saturday
- **City Website.** The Public Hearing notice is posted on the City's website at www.nanaimo.ca ➡ Municipal Hall ➡ City Council ➡ Public Hearings.

PLEASE NOTE:

The purpose of the notification is to provide notice only, therefore, if you would like to know more about the proposal(s) you will need to contact City Staff directly or view the available information on our website. Should you wish to attend the Public Hearing you are strongly advised to seek further information and be sure to have all your questions answered prior to the Public Hearing meeting. The Public Hearing is not a question and answer period – it is an opportunity for your views to be heard.

Rezoning applications can be viewed online on the *What's Building In My Neighbourhood* webpage, which can be found at: www.nanaimo.ca/whatsbuilding

PUBLIC HEARING INFORMATION SHEET

What Happens at a Public Hearing?

1. The Mayor (or chairperson) calls the meeting to order at 7:00 pm.
2. City Staff describes the procedure for the meeting and proceeds with the first agenda item.
3. When applicable, the applicant is usually invited to speak first followed by the general public. There are no requirements to register for speaking in advance of the meeting nor is there a speakers list at the meeting.
4. Everyone who wishes to speak will be given an opportunity to be heard. Once everyone has had a chance to speak, those who wish to speak again may do so. Please keep in mind that if you choose to speak again, you should be presenting new points, not repeating what you have already stated.
5. The Mayor (or chairperson) calls 3 times, to ask if anyone else would like to speak, should no one appear at the podium to speak, the item is then closed.
6. City staff introduces the next agenda item and the above steps are repeated.
7. Once all agenda items have been closed, the mayor will adjourn the Public Hearing meeting.

What Happens When I Want to Speak?

Anyone wishing to speak to a particular Public Hearing item can do so by approaching the podium to speak to Council. Once you are at the podium:

1. Please state your name, address, and whether you are 'in favour' or 'opposed' to the item.
2. Address any comments you may have to Council. Please keep your comments directed to the item you are speaking to, be succinct, and be respectful of Council, City Staff and other members of the public in attendance at the Public Hearing. (Please note that Council may wish to ask questions of you to clarify your statements.)

Not Able to Attend? Make a Written Submission.

If you are unable to attend a Public Hearing it is recommended that you provide your comments in a written submission, which must be received by 4:00 pm on the day of the Public Hearing. Written submissions will be forwarded to Council members, as they are received, prior to the Public Hearing. Written submissions can be provided by any of the following methods:

IN PERSON: Drop off at the reception desk at the City of Nanaimo Service and Resource Centre, located at 411 Dunsmuir Street.

POSTAL MAIL: Mail to the City of Nanaimo, Community Safety & Development Division, 455 Wallace Street, Nanaimo, BC, V9R 5J6.

EMAIL: Email should be sent to public.hearing@nanaimo.ca

WEBSITE: Submit comments directly through the City's website at www.nanaimo.ca/publichearing

* Written submissions will form part of the permanent public hearing record.

What Happens After the Public Hearing?

Council members cannot accept any further information or submissions after the close of the Public Hearing; this is to allow a fair process as established by provincial case law. The Public Hearing is held as part of a Special Council Meeting, therefore following the close of the hearing, the Special Council Meeting will resume (that same evening) and bylaws may be considered for Third Reading.