

PUBLIC HEARING INFORMATION SHEET

What is a Public Hearing?

Public Hearings are held whenever there is an amendment to the Zoning Bylaw or the Official Community Plan. A Public Hearing gives the public an opportunity to provide input on matters contained in the bylaw(s). It is not a question and answer period – it is an opportunity for your views to be heard by Council.

How are Public Hearings Advertised?

We want to ensure that residents have adequate notice and access to information on proposed bylaw amendments. If there is a 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. Notice will be published as follows:

- **On-Site signage.** Where applicable*, on-site signage is placed on a property.
- **Mail Out & Delivery.** Where applicable*, Public Hearing notices are mailed and/or delivered to property owners and tenants within a 60 metre radius of the subject property. The notices are sent 10 days prior to the Public Hearing date.
- **City Hall & Development Services.** The Public Hearing notice is available for viewing at City Hall, 410 Esplanade, Ladysmith and the Development Services office, 132C Roberts Street, from Monday through Friday, during normal office hours (8:30 a.m. to 4:00 p.m.) excluding statutory holidays.
- **Newspaper Advertisements.** Public Hearings are advertised in local newspapers for the two weeks before the Public Hearing. You can generally find them in the Ladysmith/Chemainus Chronicle newspaper.
- **Town Website.** The Public Hearing notice is posted on the Town's website at www.ladysmith.ca/publichearings.

*When a change applies to less than 10 properties. When a change applies to more than 10 properties, there is no on-site signage and no mail out.

Where can I get more information?

The purpose of the notification is to provide notice only. If you would like to know more about the proposal(s), background information will be available for viewing at City Hall and the Development Services office during office hours, and on the Town's website at www.ladysmith.ca/publichearings. Questions about the proposal(s) can be directed to staff in the Development Services office by calling 250-245-6415 or emailing info@ladysmith.ca. Should you wish to attend a Public Hearing you are strongly advised to seek further information and be sure to have all your questions answered prior to the Public Hearing. The Public Hearing is not a question and answer period – it is an opportunity for your views to be heard by Council.

What Happens at a Public Hearing?

1. The Mayor (or chairperson) calls the meeting to order and outlines the process.
2. Town Staff introduces the Bylaw(s) and explains the legal (Statutory) Requirements.



3. When applicable, the applicant is usually invited to speak first followed by the public.
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 request to speak, the item is then closed.
6. If there is more than one Public Hearing on the agenda the above steps are repeated.
7. Once all agenda items have been closed, the Mayor will adjourn.

What Happens When I Want to Speak?

Anyone wishing to speak to a particular Public Hearing item will be given an opportunity to do so. Please note that the Public Hearing may be recorded and livestreamed so your name, address and any comments you make will become part of the public record.

When it's your turn to speak:

- Please state your name, address, and whether you are 'in favour' or 'opposed' to the Bylaw.
- 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, Town Staff and other members of the public in attendance at the Public Hearing.
- Council may ask you questions to clarify your statements.

Not Able to Attend? Make a Written Submission.

If you are unable to attend a Public Hearing you may provide your comments in a written submission. Any submissions provided prior to the deadline published in the notice (usually noon the day of the meeting) will be provided to Council in advance of the Public Hearing. If provided in advance, written submissions can be provided by any of the following methods:

IN PERSON: Drop off at the reception desk at City Hall, 410 Esplanade or at the Development Services office at 132C Roberts Street

POSTAL MAIL: Mail to the Town of Ladysmith, PO Box 220, Ladysmith, BC, V9G 1A2

EMAIL: Email should be sent to info@ladysmith.ca

Late written submissions will only be accepted by email for virtual Public Hearings.

Written submissions will form part of the Public Hearing record.

What Happens After the Public Hearing?

Council members cannot accept any further information or submission after the close of the Public Hearing. The Public Hearing is usually held as a part of a Council Meeting, therefore following the close of the hearing, the Council Meeting will resume (that same evening) and bylaw(s) may be further considered.