

## 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 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 included on the sign.
- 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. The Public Hearing notice and background materials are available for viewing at City Hall, 410 Esplanade, Ladysmith 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 Chronicle newspaper.
- Town Website. The Public Hearing notice is posted on the Town's website at [www.ladysmith.ca](http://www.ladysmith.ca)

### **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 Development Services Staff directly. 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. 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 reviews Statutory Requirements.
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. If there is more than one Bylaw on the Public Hearing agenda the above steps are repeated.
7. Once all agenda items have been closed, the Mayor will adjourn the Public Hearing.

### ***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:

- 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. (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 you may provide your comments in a written submission, which must be received prior to or at the Public Hearing. Written submissions will be provided to Council members 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 City Hall, 410 Esplanade

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

**EMAIL:** Email should be sent to [info@ladysmith.ca](mailto:info@ladysmith.ca)

\* 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.