



**Village of Lytton
Council Policy**

TITLE: Public Hearing Process Policy	NO. 2023-02
AUTHORITY: Council	FUNCTION: Corporate Rebuilding
ADOPTED DATE: July 12, 2023	Resolution#: 23-144

Purpose

Public Hearings may be convened by Council under Section 465(2) of the *Local Government Act* to provide members of the public, who believe that their interest in property or is affected by the proposed bylaw (s), with a reasonable opportunity to provide verbal or written comments on an official community plan or zoning bylaw. For this process to be conducted in a fair and equitable manner, Council has established the following process for holding public hearings and for receiving verbal and written submissions.

Process

1.0 Time: Public Hearings will begin at 7:00 pm

2.0 Written submissions:

Correspondence received prior to the bylaw being considered for 1 st and 2 nd readings, or prior to receiving direction to proceed to Public Hearing	<ul style="list-style-type: none"> • If addressed to staff, retained in file. • If addressed to Council, circulated to Council as general correspondence. • Does <u>not</u> form part of the Public Hearing record
Correspondence received after 1 st and 2 nd readings but prior to the public hearing	<ul style="list-style-type: none"> • Will be compiled and made ready for public review at the Public Hearing • Forms part of the official record which is available to the public with personal information redacted (address and phone number)

	<ul style="list-style-type: none"> • Deadline for receipt of correspondence set for noon on the day of the Public Hearing
Correspondence received after noon on the day of the Public Hearing	<ul style="list-style-type: none"> • Correspondence is retained on file. • It is not circulated to Council. • Does not form part of the public record

3.0 Public Hearing Format:

- The Chair will call the meeting to order and provide the purpose of the Public Hearing and outline the procedural rules for the conduct of the hearing.
- Village staff will provide a presentation to introduce the proposed amendment.
- The owner/applicant may speak to the application and is limited to ten (10) minutes.
- The Chair will then invite anyone who believes that their interests will be affected by the proposed bylaw, an opportunity to address Council.
- A speakers list may be used for large Public Hearings
- The Chair will only receive submissions that pertain to the bylaw under consideration.

4.0 Speaking at a Public Hearing:

- Persons wishing to speak at a Public Hearing are asked to provide their name and address.
- PowerPoint or other digital or video presentations will not be accepted nor displayed during the Public Hearing.
- There will be three calls for speakers by the Chair. Speakers will be limited to five (5) minutes per call, to a maximum of three (3) calls to speak or fifteen (15) minutes.
 - After all speakers have had an opportunity to speak, a person may speak a second time.
 - After all speakers have had an opportunity to speak a second time, a person may speak for a third time.
- Village staff or an owner/applicant may provide clarification or respond to questions at the request of the chair, but a speaker will not debate a point of view with another speaker.
- Those in attendance at a Public Hearing will follow rules of conduct as set out in the most recent version of the *Council Procedure Bylaw No. 727, 2023*.
- Those in attendance at the Public Hearing will refrain from applause or other expressions of emotion whether in favour or in opposition to the bylaw and any comments made by Council, staff or members of the public. Inappropriate language, outburst or criticisms aimed at individuals or groups will not be permitted. Any person guilty of improper conduct will be asked by the Chair to leave. If the individual refuses to leave when requested to do so, the Chair has the authority under the *Community Charter* to ask the RCMP to remove that individual.

5.0 After the Public Hearing has Closed:

- Once all speakers have been heard, the Public Hearing is then closed.
- Council may not receive new information or correspondence from the public or applicant once the Public Hearing is deemed closed.
- Council may consider giving third reading to the proposed bylaw at the Council Meeting immediately following the Public Hearing or may direct staff to bring it forward to another meeting.

6.0 Miscellaneous:

- If there is a discrepancy between this policy and the *Local Government Act*, the *Local Government Act* will prevail.

Authority: Council



Mayor

Denise O'Connor



Corporate Officer

Alba Banman