

## 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 Village'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 the public hearing agenda and 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 either at a meeting scheduled for this purpose alone or at the beginning of a regular council meeting.

### How Are Public Hearings Advertised?

Staff and Council strive to ensure that residents have adequate notice and access to information on bylaw amendments and will provide public notification by suitable means that may include:

- **On-Site Signage:** Where applicable, on-site signage is placed on a property providing general information about the application and provides contact information.
- **Mail & Delivery:** Where applicable, public hearing notices are mailed or delivered to property owners and tenants subject to the proposal and other owners within a 100 metre radius of the subject property. The notices are sent at least 10 days prior to the public hearing date.
- **Village Office:** The public hearing notice and background materials are available for viewing at the Village of Pemberton office, 7400 Prospect Street, during normal business hours, for at least two weeks prior to the scheduled public hearing. The agenda for the meeting will be available for viewing before the public hearing.
- **Newspaper Advertisements.** Public hearings are advertised in the local newspaper prior to the public hearing.
- **Village Website:** Public hearing notice and agenda package are posted on the Village's website at [pemberton.ca](http://pemberton.ca).
- **Public Notice Posting Places:** Public hearing notice is posted on the notice boards at the Village office at 7400 Prospect Street and at the post office at 7431 Prospect Street.



Box 100 | 7400 Prospect Street  
Pemberton, BC V0N 2L0  
P: 604.894.6135 | F: 604.894.6136  
Email: [admin@pemberton.ca](mailto:admin@pemberton.ca)  
Website: [www.pemberton.ca](http://www.pemberton.ca)

**PLEASE NOTE:** The purpose of the notification is to provide notice only. If you would like to know more about the proposal(s) you may contact Village 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. The public hearing is not a question-and-answer period – it is an opportunity for your views to be heard.

### **What Happens at a Public Hearing?**

1. The Mayor (or chairperson) calls the meeting to order, describes the procedure for the meeting and proceeds with the first agenda item.
2. When applicable, the Village Planner will present an overview of the application.
3. The public will then be given the opportunity to speak to the item. There are no requirements to register for speaking in advance of the meeting. A speakers list will be implemented if there are large numbers in attendance to ensure that everyone has an opportunity to be heard.
4. Everyone who wishes to speak will be given up to five (5) minutes 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 three (3) times, to ask if anyone else would like to speak. Should no one raise their hand to speak, the meeting is then closed.
6. If there is more than one public hearing scheduled at one meeting, the Mayor (or chairperson) will introduce the next matter and the above steps are repeated.

### **What Happens When I Want to Speak?**

Anyone wishing to speak to a particular public hearing item may do so by raising their hand. Zoom participants will use the “raise hand” feature on the Zoom controls. Once the Mayor (or chairperson) has identified you as the next speaker:

1. Please state your name, address, and whether you are ‘in favour’ or ‘opposed.’
2. Address any comments you may have to Council. Please restrict your comments to the item you are speaking to, be succinct, and be respectful of Council, Village staff and other members of the public in attendance. (Please note that Council may ask questions of you to clarify your statements.)

Please note that the public hearing is live-streamed and recorded online for public viewing through the [Village website](#). By attending the event, you consent to your personal information being collected and disclosed as per sections 26(c), 26(g), 33.1(1)(q), and 33.2(a) of the *Freedom of Information and Protection of Privacy Act*.



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### **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 12:00pm on the day of the public hearing. Written submissions received before noon six (6) days prior to the Public Hearing will be included in the agenda package and will be forwarded to Council members prior to the public hearing. You may also submit a written submission at the public hearing and ask that Staff read it for you if you are not comfortable speaking in public.

Written submissions can be provided by any of the following methods:

- **In Person:** Drop off at the reception desk at the Village Office, 7400 Prospect Street.
- **Mail:** Mail to the Village of Pemberton, PO Box 100, Pemberton, BC V0N 2L0
- **Email:** Email should be sent to the Manager of Corporate & Legislative Services, c/o [admin@pemberton.ca](mailto:admin@pemberton.ca)

### **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.**

If a public hearing is held as part of a Regular Council Meeting or prior to a Regular Council Meeting, the public hearing will be closed, and the Regular Council Meeting will resume or be called to order (that same evening) and bylaws may be considered for third reading.