

Our Guide to the Public Hearing Process



Military parade passing Town Hall



Jubilee Hall on Fraser Street –
now site of Esquimalt Recreation Centre

PUBLIC HEARINGS

Process for informing Council of your support or concerns

The *Local Government Act* lays out the requirements for a public hearing to be held prior to Council adopting an amendment to the Zoning Bylaw (referred to as a rezoning application) or Official Community Plan Bylaw. Public Hearings are chaired by the mayor or acting mayor and held to provide a reasonable opportunity for all persons who believe that their interest in property is affected by the proposed bylaw to be heard or present written submissions respecting the matter. It's an opportunity to voice support, concerns or opposition to Esquimalt Council on any application that is the subject of a Public Hearing.

To notify nearby residents of the date and time of an upcoming Public Hearing, properties within 100 metres of the subject site are mailed notices. Signs are posted on the subject property within 7 days of the Township receiving a completed application. Information on all active developments can also be found on the Municipal Website under the Development Tracker,

The Public Hearing Notice is advertised in two consecutive issues of a local newspaper and gives a brief description of the project. Once the Public Hearing has been scheduled detailed information regarding the application is available for inspection at Municipal Hall, and can be found on the Municipal website.

You are encouraged to meet with Township staff to discuss any questions or concerns prior to the Public Hearing.

PUBLIC INPUT OPPORTUNITIES REGARDING A PUBLIC HEARING

There are a number of ways you can voice your support, concerns, or opposition of an application to Esquimalt Council, both before and during the Public Hearing.

You can:

- ✓ Send written correspondence to:
 - Mayor and Council
 - 1229 Esquimalt Road
 - Esquimalt, BC,
 - V9A 3P1
 - Or email: mayorandcouncil@esquimalt.ca
- ✓ Email the Corporate Officer at corporate.services@esquimalt.ca
- ✓ Mail any correspondence/petitions/information to the Corporate Officer at Municipal Hall, 1229 Esquimalt Road
- ✓ Attend the Public Hearing.

Any written correspondence received by the Corporate Officer is packaged and provided to Council prior to the Public Hearing Meeting as *"late items"*. The deadline for receiving written information for distribution to Council before the meeting is noon on the day of the Public Hearing.

Did you know most Council meetings are live-streamed?

View live streams, recorded meetings, agendas and minutes on our Legistar site. Archived meetings videos are generally made available by noon the day following the meeting.

NIGHT OF THE PUBLIC HEARING

- Persons wishing to speak will be initially provided **two minutes** for each Public Hearing item that they wish to address. Persons that are unable to express their opinions within the allotted two minutes are given an additional two minutes following other speakers until their views have been fully heard under the provision that new and relevant information is being provided.

DURING THE PUBLIC HEARING

For each Public Hearing item:

- The Chair will announce the public input opportunity and invite first time speakers to address Council.
- Please come to the podium and clearly state your name and address for the record. You will have two minutes.
- You will notice a “green” light which indicates you may start speaking. An “amber” light will indicate you have 30 seconds left, so please begin to conclude your communication and a “red” light indicates you have reached your two minute limit.
- The Chair will announce second time speakers and so on for those people that feel they have additional information to provide Council on the matter. A limit of two minutes will still apply.

AFTER THE PUBLIC HEARING

- The bylaws that were heard at the Public Hearing are on the Council agenda for Council to consider third reading.
- Generally, Council considers third reading at the same Regular Council meeting following the Public Hearing. However, Council may defer consideration to a subsequent evening or to the next Regular Council Meeting.

- When deliberating third reading of a bylaw, Council takes into consideration not only the information received at the Public Hearing, but compliance with the Official Community Plan and other information provided prior to the Public Hearing, as well as the Township’s policies and objectives. Examples of this information include submissions from the applicant, the applicant’s consultants, neighbours, and stakeholders, as well as reports from Township Staff.
- Council cannot receive any further submissions, from anyone, after the Public Hearing has concluded. If you provide a submission after the Public Hearing has closed, your submission will not be circulated to Council.



FREEDOM OF INFORMATION

Personal Information is collected for the purposes of allowing the public to make representations to Council. The Township of Esquimalt is collecting this information under s.26 (c) of the *FOIPPA Act*. For questions regarding the collection of personal information, please contact:

Corporate Officer, Head of Freedom of Information,
1229 Esquimalt Road
Esquimalt, BC V9A 3P1
or via email:
corporate.services@esquimalt.ca



- Each person will be given an opportunity to speak to council on all applications during the public input opportunity.
- Listen quietly and respect each person’s right to voice their opinion to Council.
- If you want to submit a written submission when you approach Council to speak, hand it to the Corporate Officer in the Council Chambers, and it will be circulated to Council.
- Council is present to hear your views, but not to engage in debate.

Should you have any questions please contact us:

The Township of Esquimalt
1229 Esquimalt Road
Esquimalt, BC V9A 3P1
Phone (250) 414-7100

Or email:
corporate.services@esquimalt.ca
Website: www.esquimalt.ca