

## DISTRICT OF LAKE COUNTRY

### BYLAW 1137

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#### A BYLAW TO AMEND COUNCIL PROCEDURES BYLAW

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The Council of the District of Lake Country, in open meeting assembled, enacts as follows:

1. This bylaw shall be cited as "Council Procedures Amendment (Public Hearing) Bylaw 1137, 2021".
2. Council Procedures Bylaw 1105, 2019 is hereby amended by inserting the following sections in numerical order and renumbering the remaining sections accordingly:

#### **32. PUBLIC HEARINGS AND PUBLIC COMMENT ON PERMITS**

- 32.1 Pursuant to the *Local Government Act* a public hearing must be held prior to adoption of official community plan bylaws or zoning bylaws, or amendments thereto, except that a public hearing may be waived where a zoning bylaw is consistent with the official community plan.
- 32.2 All persons with an interest in the subject of the public hearing shall be afforded a reasonable opportunity to be heard or to present submissions at the public hearing after first stating their name and address or the name and address of the body they represent.
- 32.3 Public hearings shall be held at the Municipal Hall at 7:00 pm on Tuesday evenings immediately preceding the Regular Council Meeting unless Council passes a resolution changing the time or location of a particular hearing.
- 32.4 The Corporate Officer shall:
  - (a) Prepare an agenda for each public hearing for approval of the CAO. All items to be included must be submitted to the Corporate Officer no later than 4:30 pm, Friday, two weeks before the meeting;
  - (b) post notice of the public hearing including the date, time, location and general purpose in the Posting Places and deliver the agenda to each Member, generally by the Wednesday afternoon prior to the meeting but no later than the Friday afternoon prior to the meeting.
- 32.5 A copy of all correspondence received in relation to the public hearing received after the date of statutory notification, shall be distributed to Council prior to the public hearing. Submissions received up until 12:00 pm (noon) the Tuesday preceding the public hearing will be circulated as part of the agenda package and submissions received after distribution of the agenda will be distributed in electronic or hard copy.
- 32.6 The following procedural rules are established for the conduct of public hearings:

- (a) The Chair shall read a statement of procedures for the conduct of public hearings.
  - (b) Staff shall present details of the application and announce how many pieces of correspondence have been received in support of or opposed to the application.
  - (c) The owner or applicant shall be given the opportunity to make a fifteen (15) minute presentation (maximum).
  - (d) Members of the public shall be given the opportunity to make a ten (10) minute presentation (maximum) on each occasion.
  - (e) Members of the public may make multiple presentations but only after all other interested have been heard a first time. Without limiting the opportunity for all persons to be heard, speakers shall be encouraged to confine comments to new information.
  - (f) The owner or applicant shall be given a ten (10) minute opportunity to respond to comments or questions raised during the public hearing at the end of the public hearing, immediately preceding the closure of the hearing.
  - (g) Notwithstanding the time limits set out above, Council may ask questions of any presenter or staff for clarification purposes.
  - (h) Debate on the proposed bylaw shall take place at a Regular Council Meeting following the public hearing when the bylaw is presented for future reading consideration.
  - (i) When the Chair considers a reasonable opportunity has been provided for all who wished to make submissions and be heard, the Chair shall call three times for persons wishing to speak at the public hearing prior to adjourning.
- 32.7 Council shall not receive any submissions, written or verbal, once a public hearing has been adjourned. Any information received after the close of a public hearing shall be retained by the Corporate Officer until the conclusion of the application or, if received by Council, shall be provided to the Corporate Officer unread and unopened, where possible.
- 32.8 Where members of the public or an owner or applicant are permitted to address Council on items set out in section 15.4,
- (a) The owner or applicant shall be given the opportunity to make a presentation to a maximum of ten (10) minutes;
  - (b) Presentations by members of the public shall be a maximum of five (5) minutes on each occasion; and
  - (c) Members of the public shall be provided a maximum of two (2) opportunities to address Council but only after all other interested members of the public have been heard a first time.

READ A FIRST TIME this 19<sup>th</sup> day of January, 2021.

READ A SECOND TIME this 19<sup>th</sup> day of January, 2021.

READ A THIRD TIME this 19<sup>th</sup> day of January, 2021.

ADVERTISED on the 3<sup>rd</sup> and 10<sup>th</sup> days of February, 2021 pursuant to the provisions of Section 124 (3) and 94 of the *Community Charter*.

ADOPTED this 16<sup>th</sup> day of February, 2021.

*Original signed by James Baker*  
Mayor

*Original signed by Reyna Seabrook*  
Corporate Officer

I hereby certify the foregoing to be a true and correct copy of "Council Procedure Amendment (Public Hearing) Bylaw 1137, 2021" adopted by Council on the 16<sup>th</sup> day of February, 2021.

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Dated at Lake Country, B. C.

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Corporate Officer