

Title: Public Hearing Process		Policy No.: 3.17	
		Supersedes: NEW	
Authority:	<input checked="" type="checkbox"/> Legislative	<input type="checkbox"/> Operational	Effective Date: December 8, 2020
Approval:	<input checked="" type="checkbox"/> Council	<input type="checkbox"/> General Manager <input type="checkbox"/> CMT	Review Date: December, 2021
<p>Policy Statement: Pursuant to Section 465(2) of the <i>Local Government Act</i>, the City of Maple Ridge must hold a Public Hearing to ensure all persons who believe that their interest in property or is affected by the proposed bylaw(s) are afforded a reasonable opportunity to be heard or to present written submissions respecting matters contained in the bylaw(s) that is/are the subject of the hearing.</p> <p>Pursuant to Section 465(3) of the <i>Local Government Act</i>, the Chair of the Public Hearing may establish procedural rules for the conduct of the hearing.</p>			
<p>Purpose: The purpose of this policy is to set timelines and procedures for public participation at Public Hearings</p>			
<p>2.0 Correspondence Submission Process Staff will manage written correspondence received (by letter or email) for public hearings as follows:</p>			
Timing:	Correspondence directed to:	Public Hearing Package / Public Record:	
<u>Prior</u> to the Council direction to proceed to Public Hearing.	<ul style="list-style-type: none"> Planning staff will be retained in the application file Mayor and Council 	Correspondence received prior to Council direction to proceed to Public Hearing <u>will not</u> form part of the Public Hearing Package or the public record.	
In response to the Public Hearing Notice	<ul style="list-style-type: none"> Correspondence must be addressed to the attention of the Corporate Officer. Email correspondence must be emailed to clerks@mapleridge.ca. 	Correspondence <u>received by Noon on the day of the Public Hearing</u> will be included in the Public Hearing Package and will form part of the public record.	
Correspondence received at the Public Hearing.	<ul style="list-style-type: none"> Correspondence handed to the Corporate Officer is considered received. 	<ul style="list-style-type: none"> Correspondence received during the meeting will form part of the public record. 	
Correspondence received <u>after</u> the close of the item at Public Hearing	<ul style="list-style-type: none"> Correspondence received after the close of the Public Hearing will be forwarded to Planning staff the next business day. 	<ul style="list-style-type: none"> Late items <u>will not</u> be included in the Public Hearing Package or form part of the public record. 	

3.0 Public Hearing Format

- The Chair will call the meeting to order.
- The Corporate Officer or designate will provide the purpose for the Public Hearing and outline the procedural rules for the conduct of the hearing.
- The Director of Planning, Planning staff, or designate 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 invite anyone who believes their interest will be affected by the proposed bylaw, an opportunity to address Council.
- A timing/lighting or other stated device may be used to monitor individual(s) allotted time.
- A speakers list may be used for larger 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 the Public Hearing are asked to provide their name, address and indication as to whether they support or are against the proposed amendment.
- PowerPoint or other digital or video presentations will not be accepted nor displayed during a Public Hearing.
- There will be three calls for speakers by the Chair for each item. 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.
- A speaker will not debate a point of view with another speaker but can ask for clarification through the Chair.
- The owner/applicant may provide clarification or respond to questions at the request of the Chair.
- Those in attendance at the Public Hearing will follow the rules of conduct as set out in the most recent version of the Council Conduct Bylaw and the Council Procedure Bylaw.

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.

6.0 Miscellaneous

- In future, if there is a discrepancy between this Policy and the *Local Government Act*, the *Local Government Act* will prevail.