



District of Lantzville
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Lantzville, BC V0R 2H0 | Fax 250.390.5188 | lantzville.ca

PUBLIC HEARING

The *Local Government Act* requires that a Public Hearing be held before Council considers third reading and adoption of a Zoning Bylaw or an Official Community Plan (OCP) Bylaw or amendment. (Unless, as permitted under the *Act*, the Zoning Bylaw is consistent with the OCP and Council has waived holding a hearing.) At least 10 days before holding a Public Hearing, the District sends a notice to property owners and occupiers within 60 metres of the boundary of the subject property and publishes a notice in two consecutive editions of the local newspaper. In addition, a sign is posted on the property by the applicant. At the Public Hearing, held during a regular or special Council meeting, all persons who consider their interest in property affected by a proposed Zoning or OCP Bylaw amendment, will be given a reasonable opportunity to present their views to Council.

HOW TO PARTICIPATE IN AN ELECTRONIC PUBLIC HEARING

During the COVID-19 pandemic, Public Hearings will be conducted electronically/virtually and livestreamed online, in accordance with Ministerial Order No. M192. Members of the public are not permitted to attend a Public Hearing in person but anyone who believes that they are affected by the bylaw(s) that is the subject of the Public Hearing will be given a reasonable opportunity to be heard by submitting their comments in writing in advance or by speaking at the virtual Public Hearing.

We encourage your participation in the following ways:

1. Submit Written Comments to Council – WRITTEN SUBMISSIONS

Deliver your written comments indicating the bylaw name, your name and civic address, if you are in favour or opposed to the bylaw, and any comments regarding the bylaw, by:


- Email: district@lantzville.ca
- Fax: 250.390.5188
- In person: Place in the drop box at Municipal Hall (7192 Lantzville Road, Lantzville)
- Mail: District of Lantzville, 7192 Lantzville Road, PO Box 100, Lantzville, BC V0R 2H0


IMPORTANT: All written submissions, including your name and address, will become part of the public record, be shared with Council and posted at www.lantzville.ca, and MUST be received by 12:00 Noon on the day of the meeting.

If you have clarifying questions about submitting your written comments, please email district@lantzville.ca and include **Help with written Public Hearing Submission** in the subject line, in time to receive a response and meet the **12:00 Noon meeting day deadline.**

2. Pre-register to Participate Remotely via Zoom Webinar – VERBAL SUBMISSIONS

To speak at the Public Hearing using the Zoom Webinar platform (via telephone or using your computer, tablet, or smartphone) please visit www.lantzville.ca and follow the instructions in the calendar event for the specific Council meeting including a Public Hearing to register in advance through Zoom. **You will need to download the free Zoom app from the App or Apple Play Store in order to join the meeting using your tablet or smartphone.** If you do not receive an email confirming your registration, please email district@lantzville.ca. Other persons are not permitted to register on another speaker's behalf. To sign up to participate remotely during the **Public Hearing** you will first need to register in advance by following the "link" provided in the calendar event for the specific Council meeting including a Public Hearing. This step is to help the District ensure that participants are representing themselves truthfully and accurately online. Once your registration is complete, you will receive a confirmation email that contains the link to join the meeting for which you are registered. **It is recommended that you print this email and have it on hand to follow when logging in to join the Zoom Webinar.**

During the Public Hearing, you may only provide comments regarding items listed on the Council agenda under Item 3. Public and Statutory Hearings in the order in which they are listed; i.e. when there is more than one bylaw listed on the agenda, you may only speak about the bylaw for which the Mayor (Chair) has stated comments are being taken, stay in the Webinar if you wish to comment on the next bylaw when the Mayor (Chair) calls for speakers for that particular bylaw. If you did not preregister for the additional bylaw(s), you will need to use the [raise hand](#)  feature to notify the Host that you've decided to provide input on the next bylaw (*9 if you are using a landline phone).

At the time of completing your registration, you will identify which bylaw(s) you are speaking to and you will be added to that bylaw's speakers list. If you have new information to present on a bylaw in which you have spoken, and wish to speak again before the close of the Hearing, you must stay in the Webinar, or on the line and use the [raise hand](#)  feature (*9 if you are using a landline phone) to indicate that you would like to speak again (see below for speakers list information). ***[As members of Council are not permitted to receive further submissions after the close of a Hearing, if you are speaking to multiple Public Hearing items, please note you are not permitted to speak to an item after the Hearing has been closed – if you do, you may be removed from the electronic meeting at the discretion of the Mayor (Chair)].***

The Mayor (Chair) may provide additional direction to registrants at the start of the Public Hearing; including stating your name and address for the record.

IMPORTANT: In order to fulfill the obligations of Council and to ensure a safe and secure meeting space, no comments, questions, or other interruptions of the Council proceedings will be permitted. Disruptive participants will be removed from the electronic meeting at the discretion of the Mayor (Chair).

IMPORTANT ELECTRONIC PARTICIPATION INFORMATION

If you would like to participate remotely, we encourage you to register as far in advance of the scheduled meeting as soon as available at www.lantzville.ca in order to understand the process and ask your clarifying process questions prior to the start of the Hearing. Zoom is a US based video conferencing solution used extensively by all levels of government. Zoom collects a limited amount of personal information about you when you register to join a meeting. If you are not comfortable with this collection of personal information, please participate by written submission, follow the instructions above under **1. Submit Written Comments to Council**. To ensure that your public input is received by Council, in case you have technical difficulties, you may wish to submit your comments in writing in advance **by 12:00 Noon on the day of the meeting** as noted above.

3. Watch the Public Hearing Live – VIEW LIVESTREAM ONLINE

View the livestream of the meeting online by visiting www.lantzville.ca and clicking on “Click here to view Council Meeting Live Streaming” button found on the left hand side of the page or by going to the calendar event, clicking view details, and clicking the [Please Click Here](#) link provided to watch Council meetings live streaming or view archived video recordings on Vimeo. Once you've clicked the link, scroll down the page until you see a black screen with the words  [District of Lantzville | Starts soon](#) on the bottom left side and a box with the word **LIVE** on the bottom right (**hover over this black screen and click the blue play button after the meeting start time**). Advance registration is not required to watch a Council meeting streaming live, or to view archived video recordings on Vimeo.

IMPORTANT: Issues can occur while watching a livestream due to individual household internet speed, broadband strain and limited bandwidth, reducing the stream quality and creating a time delay in the livestream video feed. You may need to hit refresh periodically.


If you have clarifying questions about viewing the livestream of the meeting, please email district@lantzville.ca and include **Help with Viewing Livestream** in the subject line. If you decide that you would like to speak while viewing the livestream, follow the instructions above under **2. Pre-register to Participate Remotely via Zoom Webinar**.

4. Find out More Information Regarding Proposed Bylaw(s)


Copies of the proposed bylaw(s), staff report and background information will be available online at www.lantzville.ca under the Business tab. Contact Kyle Young, Director of Planning, at 250.933.8083 or kyoung@lantzville.ca if you have any questions.

SUMMARY

Using my Computer to Participate Remotely

- You must register in advance at www.lantzville.ca as directed above;
- You will receive an email confirmation of your registration, and a unique link to join the meeting (**print this email and have it on hand to follow when logging in to join the Zoom Webinar**);
- You will need to download the free Zoom app from the App or Apple Play Store in order to join the meeting;
- Your participation in the meeting will be audio only, meaning your image will not be broadcast to Council, or the public. Only your name;
- You must be connected to computer audio;
- You will be muted when you join the Webinar;
- When it is your turn to speak, the Mayor (Chair) or a member of the Corporate Administration staff will call your name and you will be asked to unmute;
- Direct your comments to all of Council – first state your name, residential address, organization if applicable, then your position (in favour or opposed), and rationale if applicable;
- Be succinct – keep your comments clear and on topic (maximum three (3) minutes each turn);
- When you are finished speaking, or your three (3) minutes are up, you will be muted; and
- You can stay in the Webinar, use the [raise hand](#)  feature to indicate that you would like to speak again before the close of the Hearing, or you can leave and view the livestream of the meeting online by visiting www.lantzville.ca.





Using my Smart Phone or Tablet App to Participate Remotely

- You must register in advance at www.lantzville.ca as directed above;
- You will receive an email confirmation of your registration, and a unique link to join the meeting from your device (**print this email and have it on hand to follow when logging in to join the Zoom Webinar**);
- You will need to download the free Zoom app from the App or Apple Play Store in order to join the meeting on your device;
- Your participation in the meeting will be audio only, meaning your image will not be broadcast to Council, or the public. Only your name;
- You will be muted when you join the Zoom Webinar;
- When it is your turn to speak, the Mayor (Chair) or a member of the Corporate Administration staff will call your name and you will be asked to unmute;
- Direct your comments to all of Council – first state your name, residential address, organization if applicable, then your position (in favour or opposed), and rationale if applicable;
- Be succinct – keep your comments clear and on topic (maximum three (3) minutes each turn);
- When you are finished speaking, or your three (3) minutes are up, you will be muted; and
- You can stay in the Webinar, use the [raise hand](#)  feature to indicate that you would like to speak again before the close of the Hearing, or you can leave and view the livestream of the meeting online by visiting www.lantzville.ca.

Using my Telephone (land line or Smart Phone by dialing) to Participate Remotely

- You must register in advance using the link provided at www.lantzville.ca as directed above;
- You will receive an email confirmation of your registration, and details on how to join the meeting by your telephone, **if you dial a toll number, your carrier rates will apply for long distance. If you encounter long distance charges, contact the District for reimbursement (print this email and have it on hand to follow when logging in to join the Zoom Webinar);**
- Your participation in the meeting will be audio only, meaning your name will be broadcast to Council, and the public (staff will be required to manually change your phone number to your name once you enter the Webinar).
- At the time of the Hearing, you will follow the instructions for dialing in:
 - dial an in-country (Canada) number to join the meeting found on your email confirmation (**if you dial a toll number, your carrier rates will apply for long distance. If you encounter long distance charges, contact the District for reimbursement**),
 - Enter your meeting ID followed by #,
 - Enter your participant ID followed by #,
 - Enter the passcode, if prompted, followed by #.
- You will be muted when you join the Zoom Webinar;
- Follow the auto attendant's instructions while you are on the line;
- When it is your turn to speak, the Mayor (Chair) or a member of the Corporate Administration Office will call your name and you will be asked to unmute by the host, press *6 to unmute;
- Direct your comments to all of Council – first state your name, residential address, organization if applicable, then your position (in favour or opposed), and rationale if applicable;
- Be succinct – keep your comments clear and on topic (maximum three (3) minutes each turn);
- When you are finished speaking, or your three (3) minutes are up, you will be muted; and
- You may stay on the line, raise your hand to speak again by dialing *9 to indicate that you would like to speak again before the close of the Hearing, or you can hang up and view the livestream of the meeting online by visiting www.lantzville.ca.


SPEAKERS LIST

Corporate Administration will compile a speakers list for each item/bylaw from the registrations. Everyone will be permitted to speak at the Public Hearing, but those who registered prior to the start of the electronic Public Hearing will be given first opportunity. Once the speakers list for an item/bylaw has been exhausted, for further speaking opportunities if you have **NEW** information to present, you will be asked to use the [raise hand](#)  feature to indicate that you would like to speak again. The [raise hand](#)  feature for your Computer/Smart Phone/Tablet can be activated by selecting the [raise hand](#) button  found in the Webinar Controls. If you are participating by telephone, you can raise your hand to speak again by dialing *9. The Webinar host will be notified that you've raised your hand, and additional opportunity speakers' lists will be compiled until there are no registrants left who have anything else they want to share with Council regarding the item/bylaw, at which time, the Mayor (Chair) will declare the hearing for that item/bylaw closed after which Council cannot entertain further submissions or correspondence from the public on that item/bylaw. For more information on using the [raise hand](#)  feature, and to see what the feature looks like on the various platforms, please consult [this](#) Zoom help article located on the Zoom support website.

IMPORTANT TIPS FOR YOUR REMOTE PARTICIPATION

- Ensure that you are in a **QUIET AREA** with **NO** background noise.
- Devices using a hardwired internet connection are recommended.
- If using your computer, tablet or smartphone it is best practice to use a headset with microphone to speak so that you can be heard clearly.
- **DO NOT** put your phone on speaker phone.
- Ensure that the electronic device you are using is fully charged and that you have access to a charging station should your device need it.

IMPORTANT TIPS FOR YOUR REMOTE PARTICIPATION - Continued

- You will be **muted** when you join the Zoom Webinar to participate in the Public Hearing.
- Limit your comments to the proposed application.
- When it is your turn to speak, the Mayor (Chair) or a member of the Corporate Administration staff will call your name and you will be asked to **unmute**.
- You will have up to **three (3) minutes** to speak each turn.
- Using your landline or smartphone by dialing, dial *6 to mute and unmute, dial *9 to use the **raise hand**  feature **(if you dial a toll number, your carrier rates will apply for long distance. If you encounter long distance charges, contact the District for reimbursement)**.
- Additional instructions may be given during the Public Hearing by the Mayor (Chair), or the Corporate Officer.
- **PRACTICE IN ADVANCE**

Submissions received after the close of a Public Hearing will not be considered by Council

Corporate Administration
During regular office hours - Email: district@lantzville.ca
7192 Lantzville Road, PO Box 100
Lantzville BC V0R 2H0