



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

WHAT IS A 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 DO I PARTICIPATE IN A PUBLIC HEARING?

Since September 2020, Public Hearings have been conducted electronically/virtually and livestreamed online to provide greater access, transparency and convenience. Members of the public unable to participate electronically may attend in the Council Chamber (see instructions below); however, seating is limited.

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. 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.

We encourage your participation in the following ways:

1. Submit Written Comments to Council – WRITTEN SUBMISSIONS

Submit your written comments indicating the bylaw name and subject property address, your name and civic address, your position of support or opposition for the proposal, and any comments regarding the proposed bylaw(s), 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 lantzville.ca, and MUST be received by 12:00 noon on the day of the meeting.

Your written submission, including your name and address, will form part of the official record for the public hearing which is available to the public and placed on the District's website at lantzville.ca. Your name and address are collected so that Council is aware of your residency and your proximity to the subject property to which the proposed bylaw applies, and so that Council can better understand why you believe that your interest in property is affected by the proposed bylaw(s). By submitting your written comments, you are consenting to this specific use of your personal information.


If you have clarifying questions about submitting your written comments, or the District's privacy policies, 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 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 take part 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 with 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 the Agenda Item: **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 name 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 must not receive further information or submissions after the close of a Hearing, if you are speaking to multiple public hearing items, please note you are not allowed 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)].***

IMPORTANT ELECTRONIC PARTICIPATION INFORMATION YOU SHOULD KNOW

To participate electronically, we encourage you to register as far in advance of the scheduled meeting as soon as available at 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**. 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 to ensure that your public input is received by Council.

3. Watch the livestream video

View the livestream of the meeting online by visiting 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  button provided to watch Council meetings live streaming or view archived video recordings by clicking the  button.

IMPORTANT: Issues can occur while watching a livestream due to individual household internet speed, broadband strain, and limited bandwidth, reducing the stream quality, which can create 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. Those Unable to Participate Electronically May Attend in-Person


Watch, hear and speak at the public hearing, in the Council Chamber, Municipal Hall, 2nd floor, 7192 Lantzville Road, Lantzville, at the posted meeting time. While in-person attendance is permitted for those unable to participate electronically; there is limited seating so please consider those who can only participate in person. Council may participate at a public hearing electronically, by phone or in person. For health and safety considerations, members of the public are strongly encouraged to provide written comments, watch the livestream, or participate remotely via Zoom as outlined above. **IMPORTANT** – Prior to attending Municipal Hall, please self-assess to ensure you are healthy, do NOT attend if you are ill. Members of the public remain seated unless invited to address Council.

PARTICIPATION SUMMARY

Using my Computer to Participate Remotely

- You must register in advance at 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 lantzville.ca.





Using my Smart Phone or Tablet App to Participate Remotely

- You must register in advance at 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 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 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 lantzville.ca.


REMOTE SPEAKERS LIST

Corporate Administration will compile remote speakers' lists for each item/bylaw. Everyone will be permitted to speak at the public hearing, but those who registered electronically prior to the start of the public hearing will be given first opportunity. Once the first opportunity electronic and in-person speakers list for an item/bylaw has been exhausted; for electronic 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 second 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 must not entertain further submissions or comments from the public or interested persons 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.

IN-PERSON SPEAKERS LIST

Corporate Administration will compile first, second and third opportunity speakers' lists for each item/bylaw during the public hearing from those who are in the Council Chamber. Following the third opportunity to speak and there are no registrants left who have anything else to share with Council regarding the item/bylaw. The Mayor (Chair) will declare the hearing for that item/bylaw closed after which Council must not entertain further submissions or comments from the public or interested persons on that item/bylaw.

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 are heard clearly.
- Mute all audio devices of the live meeting while you are speaking to prevent feedback.
- **DO NOT** put your phone on speaker.
- Ensure that the electronic device you are using is charged and that you have access to a charging station should your device need it.
- 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.**

NEED TO CONTACT US?

Corporate Administration

Monday to Friday by phone or email between **8:00 am – 4:00 pm: 250.390.4006** | district@lantzville.ca

7192 Lantzville Road, PO Box 100

Lantzville BC V0R 2H0