CITY OF NANAIMO
THE HARBOUR CITY

COUNCIL POLICY MANUAL

Section:	**Land Administration**	**8**
Subsection:	**Zoning and Rezoning**	**3360**
Title:	**Public Hearing Process**	**01**

POLICY

Public Hearings are to be held the first Thursday of each month at 7:00 p.m. (commencing on 1998-APR-02).

Staff to manage written correspondence received in submission for a Public Hearing as follows:

1. Correspondence received prior to the bylaw being approved for 1st and 2nd readings, and authorized to proceed to Public Hearing.	▪ If addressed to Staff, retained in file. ▪ If addressed to Council, circulated to Council as general correspondence.
2. Correspondence received after authorization to proceed to Public Hearing and prior to Public Hearing.	▪ Compiled and made ready for public review at Public Hearing. ▪ Forms part of the Public Hearing record. ▪ Deadline for receipt of email correspondence set at 4:00 p.m. the day of the Public Hearing.
3. Correspondence received at Public Hearing.	▪ Compiled and made available for public review at the Public Hearing record. ▪ Forms part of the public record.
4. Correspondence received after close of Public Hearing.	▪ Correspondence is retained in file.

(2005-MAY-09)

REASON FOR POLICY

To clarify the Public Hearing submission process for the public and ensure electronic submissions are received by all members of Council.

AUTHORITY TO ACT

Delegated to Staff.

PROCEDURE

Date:	1998-FEB-23	Approved by:	Special Open Council
1. Amendment Date:	2005-MAY-09	Approved by:	Council