

Addressing Council at a Public Hearing

To address City Council at a public hearing, simply raise your hand when the Chair (the Mayor) calls for input from the public gallery. This usually occurs after staff and the owner/applicant have presented to Council.

The Mayor will determine the order of speakers from the gallery.

Council's role at a public hearing is to listen to the public. Council will not debate or challenge the comments but may question individual speakers to clarify what is being said.

When speaking to Council:

- ▶ Introduce yourself, state your civic address and describe your relationship to the issue or presentation.
- ▶ Direct all comments and answers through the Mayor, who is addressed as "Mayor ____" or "Your Worship."
- ▶ Speak slowly and clearly into the microphone. It is adjustable, so move it to where you are comfortable.
- ▶ Be prepared — speakers are limited to five minutes, however, Council may ask you questions after your presentation.

No person should feel discouraged, intimidated or be prevented from making their views known at a public hearing. Please refrain from applause or other expressions of emotion. Inappropriate language, outbursts, criticisms or generalizations aimed at an individual or group will not be tolerated.

We want to Hear from You

You are welcome to provide comments on an item to be discussed at a public hearing.

You can comment by:

- ▶ Attending the public hearing and making comments to City Council
- ▶ Submitting written comments within the notification period

Public hearings are held every second Tuesday at 6 p.m. in Council Chambers, City Hall.

Comments/correspondence can be directed to the Office of the City Clerk.

Keep Informed

Keep informed about development plans for your neighbourhood by checking public hearing agenda items online at the City's website or watching for notices in local newspapers.

Public notices can also be delivered straight to your inbox with the City's free email update service. Look for the e-Subscribe link on the City's website.



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Public Hearings

Public Participation



We want to hear from you!

Kelowna City Council welcomes input from residents and encourages the public to offer comments in person or in writing on items to be presented at public hearings.

Public hearings on requested changes to land use zonings or the Official Community Plan are held every second Tuesday at 6 p.m. in Council Chambers, City Hall.

Public Notification

Items scheduled for public hearing are advertised in local newspapers and on kelowna.ca/council. Development notice signs are placed on the property by the applicant. Notification is also delivered directly to the owners and occupants of surrounding properties.

Writing to Council

Members of the public are invited to submit correspondence within the notification period to the Office of the City Clerk.

Any correspondence received between the date of notification and 4 p.m. the business day prior to the public hearing is circulated in advance to City Council.

Staff Reports

The agenda and staff reports are posted on-line at kelowna.ca/council and are available upon request at the Office of the City Clerk at City Hall during regular business hours.



Property Development

Information about property development and links to the zoning bylaw and the Official Community Plan can be found at kelowna.ca/business.

At the Public Hearing

Once the public hearing has been called to order by the Mayor, staff will present a brief description of each application on the agenda.

The City Clerk will list the names and addresses of those who submitted correspondence related to each application.

Each applicant is given an opportunity to make a presentation to Council, up to a maximum of 15 minutes. The Mayor will call for comments from the public and invite each person to speak up to a maximum of five minutes.

Once Council hears from the public each applicant may be requested to respond to any questions raised during public input.

Once the public hearing is closed on each item, Council cannot receive any further input on the application(s).

Public hearings are open to the public and all representations to Council form part of the public record. The hearings are also open to the media and can be recorded and/or televised. Audio from Council meetings is broadcast online.

Reminder: Please turn off cell phones, or put them on silent when in Council Chambers.

What happens after the Public Hearing?

After the public hearing is closed, the bylaws are usually debated and voted upon by Council at the regular meeting that follows later the same evening.

