

# PUBLIC HEARING

Process for Informing Council of Your  
Support, Concerns or Opposition



## PUBLIC HEARINGS

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or Opposition

- On all Rezoning and Official Community Plan applications, residents within 100 metres or within three lots in all directions are notified by mail of the Public Hearing date and time for a project in their area. The Public Hearing Notice is also advertised in two consecutive issues of the local newspaper.
- The Public Hearing Notice gives a brief description of the project. Detailed information is available for inspection at City Hall, and can be found on the City website.
- The purpose of the Public Hearing is to provide interested persons an opportunity to voice their support, concerns or opposition to Surrey Council on any application that is the subject of a Public Hearing.

**You are encouraged to meet with City staff to discuss any questions or concerns prior to the Public Hearing in preparation for your 5 minute speaking time.**

- There are a number of ways you can voice your support, concerns or opposition to an application to Surrey Council, both before and during the Public Hearing.



## BEFORE THE PUBLIC HEARING

You can:

- Send a letter to:  
**Mayor & Council**  
13450 104th Avenue  
Surrey, BC V3T 1V8  
  
or fax to (604) 501-7578
- Email the City Clerk at [clerks@surrey.ca](mailto:clerks@surrey.ca)
- Submit any correspondence/petitions/information to the City Clerk's Office.
- Attend the Public Hearing and provide a written submission when you address Mayor and Council. You may also provide a hard copy of a presentation. Your presentation may, at the Mayor's sole discretion, be displayed by staff on the overhead screen in the Council Chamber. PowerPoint or other digital or video presentations will not be accepted or displayed during a Public Hearing.

Any written correspondence received by the Clerk's Office is packaged and provided to Council prior to the Public Hearing Meeting. The deadline for receiving written information for distribution to Council before the meeting is noon on the date of the Public Hearing.

Please Note: Council meetings are live streamed, recorded and available for viewing on the website.





## NIGHT OF THE PUBLIC HEARING

- + Persons wishing to speak at the Public Hearing can register in the lobby.
- + Persons wishing to speak will be provided **five minutes** to speak for each Public Hearing item that they wish to address.
- + Those who do not wish to speak, but would like to indicate in writing their support or opposition to the project, may complete and sign a form in the lobby.
- + The forms filled out by the public are circulated to Council. During the Public Hearing, the Chair will indicate the number of persons registering their support or opposition to the application.
- + If you wish to voice your concerns, but did not register to speak beforehand, there is still an opportunity for you to speak. The Chair will call three times for any additional speakers after all registered speakers have spoken. Please note you may speak only once per application.



## FREEDOM OF INFORMATION

Personal Information is collected for the purposes of allowing the public to make representations to Council. The City of Surrey is collecting this information under s.26 (c) of the *FOIPPA Act*.

For questions regarding the collection of personal information, please contact:

FOI Coordinator  
13450-104 Avenue  
Surrey, BC V3T 1V8

or

[inforequest@surrey.ca](mailto:inforequest@surrey.ca)



## DURING THE PUBLIC HEARING

For each Public Hearing item:

- + The City Clerk will read the title of the bylaw, the address of the subject property, and the purpose.
- + The Chair will call those speakers that have registered to speak.
- + When it is your turn to speak, please clearly state your name and address for the record.
- + After the registered speakers are heard, the Chair will ask three times if there are any other speakers, and if there are none, Council will proceed to the next Public Hearing item.



## AFTER THE PUBLIC HEARING

- + The bylaws that were heard at the Public Hearing are on the Council agenda under the Bylaw (H) section for Council to consider third reading.
- + Generally, Council considers third reading on the same evening of the Public Hearing. However, if the Public Hearing has been lengthy, Council may defer consideration of the remainder of the agenda items to a subsequent evening or to the next Regular Council Meeting.
- + When deliberating third reading of a bylaw, Council takes into consideration not only the information received at the Public Hearing, but also all other information provided prior to the Public Hearing, as well as the City's policies and objectives. *Note: Examples of this information include submissions from the applicant, the applicant's consultants, neighbours, and stakeholders, as well as reports from City Staff.*
- + Council cannot receive any further submissions, from anyone, after the Public Hearing has concluded. If you provide a submission after the Public Hearing has closed, your submission will be forwarded to the General Manager of Planning and Development for consideration, but will not be circulated to Council.

# HELPFUL HINTS...

- + Each person will be given an opportunity to speak to council on all applications, (but will only be given the opportunity to speak one time on each application.)
- + Listen quietly and respect each person's right to voice their opinion to Council.
- + If you want to submit a written submission when you approach Council to speak, hand it to the City Clerk in the Council Chambers, and it will be circulated to Council.
- + The Council Chambers incorporates a timing system: a green light will be displayed during the first four minutes of speaking time; a yellow light will be displayed for the final minute of speaking time; and a red light will be displayed once the speaking time has elapsed.

Should you have any questions please contact us:

### City of Surrey

13450 104th Avenue

Surrey, BC V3T 1V8

Phone (604) 591-4132

Fax (604) 501-7578

Email: [clerks@surrey.ca](mailto:clerks@surrey.ca)

Website: [www.surrey.ca](http://www.surrey.ca)