



What is a Public Hearing?

A Public Hearing is a process in which interested parties and any other persons who may be affected by the result have the opportunity to make submissions, ask questions or register objections to a development application or other matter under a City by-law.

A Public Hearing body is comprised of elected officials or citizen members appointed by City Council.

What should I know before attending a Public Hearing?

The City gives notice of a Public Hearing by posting a sign on or near the subject property, placing an advertisement in a newspaper having general circulation in the City, sending notices by mail, or a combination of the above.

The City administration will prepare a report containing an overview of the application and a recommendation that will be considered by the Public Hearing body.

All citizens can view these administrative reports on the City Clerk's Department *Decision Making Information System* (DMIS) by accessing: www.winnipeg.ca/CLKDMIS.

Alternatively, a citizen can view these reports at the City Clerk's Office, Main Floor, Administration Building, 510 Main Street, Winnipeg, Monday to Friday (excluding holidays) between 8:30 a.m. and 4:30 p.m.

What happens at a Public Hearing?

All persons who would like to participate in the Public Hearing are asked to complete a short "Representation Form" at the hearing. On that form, you are asked to indicate if you are registering in support of the application, in opposition to it, or for information only. By filling out this form you are also ensuring that you will receive notice of the hearing body's decision/recommendation in the matter and information on how to appeal (if applicable).

Generally, the applicant (and/or designate) is heard first, followed by those in support of the application. Next, those registered in opposition are heard, followed by those registered for information. Finally, the applicant may return if he/she so desires, and speak in rebuttal. Please note that when your name is called, this is your opportunity to speak; however, you are not obligated to do so.

The Public Hearing body may establish reasonable time limits for representations at a public hearing. The Public Hearing body may also decline to hear presentations, questions or objections where the body is satisfied that the matter has been adequately addressed at the hearing.

After hearing representations, the Public Hearing body may decide to either adjourn the matter or render its decision/make its recommendation to City Council.

Depending on the type of application, a Public Hearing body may or may not have the final decision making authority. Some decisions may be appealed.

To increase public access to proceedings, Public Hearings are recorded and live-streamed over the internet. Recordings of previously held Public Hearings are available through the City's Decision Making Information System.

What are Public Representations?

Public representations include information, materials or arguments presented orally or submitted in writing or other form at a Public Hearing. All personal information is collected under the authority of The City of Winnipeg Charter Act, and is protected by the Protection of Privacy provisions of The Freedom of Information and Protection of Privacy Act. This information will be used as part of the record of hearing bodies and will not be used or disclosed for any other purposes, except as authorized by law.



What if I can't attend the Public Hearing?

If you are unable to attend a public hearing, you can participate in the process by submitting your comments to the Public Hearing body in writing by:

Fax: 204-947-3452
E-mail: CityClerks@winnipeg.ca
Mail/In Person: City Clerk's Office,
Administration Building,
510 Main Street,
Winnipeg, MB, R3B 1B9

All submissions to a Public Hearing body must be received prior to or during a hearing. Submissions cannot be made following the conclusion of public representations.

What is an Adjournment?

In some cases, a Public Hearing may be adjourned, which means that the hearing will reconvene at a later date. When it adjourns the hearing, the Public Body will generally announce the date, time and place of reconvening.

If not, the City will give notice of this information as though the reconvened hearing were a new hearing.

What does it mean to "Conclude Public Representations"?

After a Public Hearing body has heard all relevant public representations from interested parties and affected persons, it will proceed to conclude public representations. Once it has done so, no additional representations may be made by the parties to the hearing or members of the public, unless the Public Hearing body decides to re-open public representations on one or more issues.

Should the result of a Public Hearing be a recommendation by the Public Hearing body to City Council, no further representation is permitted at Council or any other Committee as the matter proceeds to Council.

Can I appeal the decision?

Some decisions may be appealed. When a decision is appealed, the City arranges for a new public hearing by a different hearing body, which will confirm, vary or cancel the order or decision of the initial Public Hearing body or substitute a new order or decision for it.

If you register for a Public Hearing, the City will send you written notice of the decision with information on how to appeal the decision (if applicable).

For more information on what can or cannot be appealed, please contact the City Clerk's Office.

Every effort has been made to ensure the accuracy of information contained herein. However, in the event of a discrepancy between this information and the governing City of Winnipeg By-laws, the By-laws will take precedence.

For more information contact:



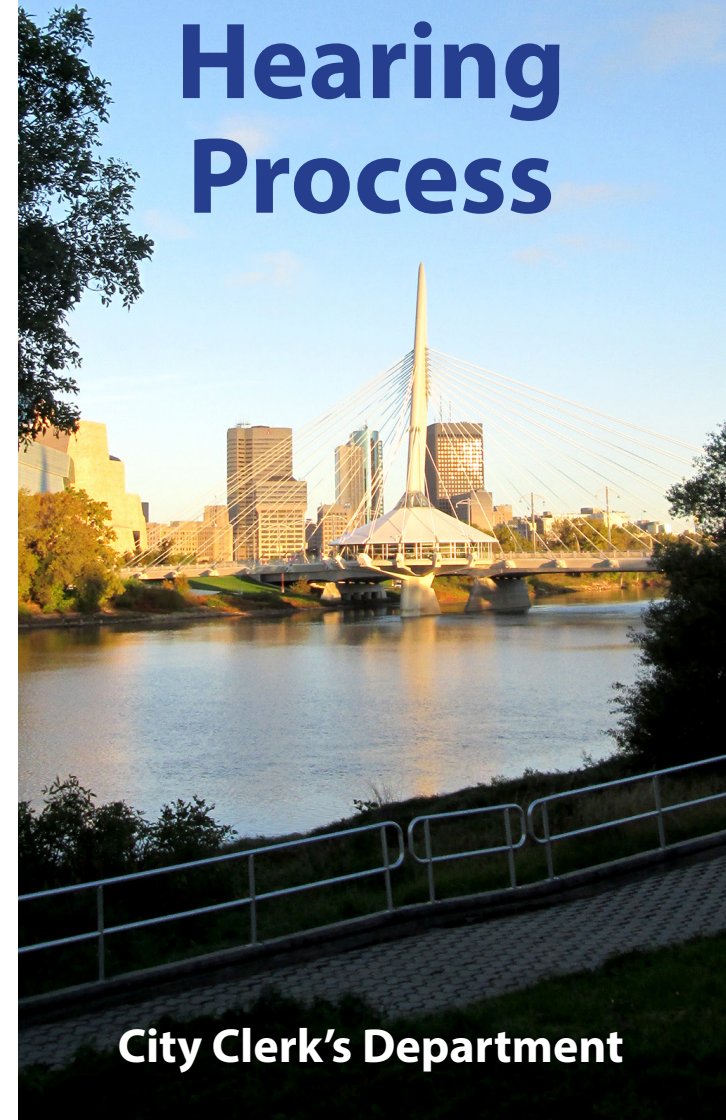
City Clerk's Department

Administration Building
510 Main Street
Winnipeg, Manitoba
R3B 1B9

Visit the City Clerk's web page:
www.winnipeg.ca/clerks



Public Hearing Process



City Clerk's Department