

Appendix A – Practices in BC Municipalities

The jurisdiction scan reviewed 9 municipalities in BC. Every municipality has a set address to deliver written submissions. Most surveyed municipalities have informal policies except for Nanaimo and West Kelowna. The table below shows the surveyed municipalities, ordered by closing time of the public hearing, and includes the delivery location.

Municipality	Location	Closing Time
West Kelowna*	City Clerk	4pm day before PH
Coquitlam	City Clerk	Noon day of PH
Highlands	City Clerk	Noon day of PH
Port Moody	City Clerk	Noon day of PH
Surrey	City Clerk	Noon day of PH
Oak Bay	Planning	3pm day of PH
Nanaimo**	City Clerk	4pm day of PH
Saanich	City Clerk	4pm day of PH
Kelowna	City Clerk	Close of PH
Vancouver	City Clerk	15 minutes after close of speakers' list

*West Kelowna requires that submissions are sent by 4pm to be read at the public hearing.

**Nanaimo requires that e-mail correspondence is sent by 4pm but other formats can be returned at the public hearing.