



***M. D. OF GREENVIEW NO. 16***  
***POLICY & PROCEDURES MANUAL***

Section:  
**COUNCIL**

**POLICY NUMBER: CO 08**

**POLICY TITLE: PUBLIC HEARING PROCEDURES**

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**Date Adopted by Council / Motion Number:**

**11.05.292**

**PURPOSE:**

To provide a fair hearing for members of the public by Council and Council Committees.

**POLICY:**

Council/Council Committees will establish procedural guidelines to ensure fair and impartial hearings are held.

1. Notice of a hearing will be given as required by the Municipal Government Act.
2. At the appointed time, the Chair will call the hearing to order and the Secretary will announce the purpose of the hearing.
3. Prior to proceeding with the hearing:
  - a) the Chair will introduce the members, note any absences, and ask if any person objects to any member hearing and making a decision on the issue;
  - b) the Chair will ask all members sitting if anyone has a declared conflict of interest regarding the public hearing; and
  - c) if an objection is made, the Chair may recess the hearing, if requested, to give the challenged member time to consider the objection.
4. After consideration, the Chair will either excuse the challenged member or allow his/her participation and indicate the reason(s) for the decision.
5. The Chair will explain the general procedure for the hearing, which may include:
  - a) informing the public of any time limit for speakers that may have been established;
  - b) informing those in attendance to sign the registration if they wish to receive a notice of decision;
  - c) informing that anyone speaking will state their name for the record; and
  - d) informing that if the members consider that any person providing information at a hearing should do so under oath, the person(s) will be asked "Do you, (name), swear or attest that the information you are about to provide is true?", and the person(s) shall respond in the affirmative.
6. The Chair will then ask the Municipal Officials and/or resource persons to present their report and permit the members to ask questions.
7. The Chair will then ask:
  - The Applicant(s) (one at a time) to speak and permit the members to ask questions; and
  - The Supporter(s) (one at a time) of the Applicant to speak and permit the members to ask questions.

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8. The Chair will then ask:
  - The Appellant(s) (one at a time) to speak and permit the members to ask questions; and
  - The Supporter(s) (one at a time) of the Appellant to speak and permit the members to ask questions.
9. The Chair will then ask any other person who spoke to present any rebuttal.
10. The Chair then asks:
  - The Applicant(s) (one at a time) to summarize their case;
  - The Appellant(s) (one at a time) to summarize their case; and
  - If any of the other speaker wishes to summarize their case.
11. The Chair then asks if the members have any further questions to ask.
12. The Chair will ask the Appellant if they felt they received a fair and impartial hearing, and if not to state the reason(s) why.
13. The Chair then indicates that the members will consider the information provided at the hearing and reach a decision.
14. The Chair declares the hearing closed.
15. The Secretary will record the decision and the reasons for it.
16. The Secretary will provide written notice to those person(s) who requested it of the decision and the reasons for it.
17. The record of the Public Hearing will be adopted at the next Council meeting.

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(Original signed copy on file)  
REEVE

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C.A.O.