

BYLAW NO. 13-713
of the Municipal District of Greenview No. 16

A Bylaw of the Municipal District of Greenview No. 16, in the Province of Alberta, to establish the procedures for the conduction of Public Hearings held during Regular and Special Council meetings.

1. This Bylaw shall be referred to as the “Public Hearing Procedure Bylaw”.

Application

2. This Bylaw shall govern Public Hearings held during Regular and Special Council Meetings.
3. When a matter arises related to the proceedings in a meeting which is not covered by a provision of this Bylaw or the Municipal Government Act, the matter shall be decided by reference to the M.D. of Greenview’s Meeting Procedure Bylaw, and, if the meeting procedure bylaw does not address the manner in which the matter is to be dealt with then reference will be made to *Robert’s Rules of Order*.
4. In the event of a conflict between the provisions of this Bylaw, and *Robert’s Rules of Order*, the provisions of this Bylaw shall apply.

Scheduling of Hearings

5. No more than four (4) hearings shall be scheduled for any Regular or Special Council meeting.
6. Hearings will be heard sequentially, in the order in which they appear on the agenda.

Hearing Procedure

7. All hearings will follow the procedure as outlined in attached Schedule “A”.

Hearing Participation

8. All members of the public wishing to speak at the Public Hearing will be afforded the opportunity to do so at the allotted time in the hearing procedure (Schedule “A”).
9. Each member of the public, including applicants, shall be limited to a five (5) minute presentation period.
10. At the hearing, the Chief Administrative Officer shall indicate to the Chair when five (5) minutes have elapsed in the allocated presentation time. The Chair, upon being notified of the allocated time having expired, may request that the speaker wrap up their presentation or, alternatively, the Chair may approve additional time for the presentation.
11. In preparing audio/visual materials to be presented at the meeting, presenters are required to limit the number of PowerPoint slides, or such similar visual aids, or pictures and at all times such presentation is limited to the five (5) minute time restriction. Any such electronic presentation is to

be provided by the Delegation via email or removable USB memory device, in a compatible file format, to the Executive Assistant prior to the date of the hearing.

12. All participants to the hearing must address the Chair during their presentation. Participants' conduct is subject to the rules of conduct provided within this Bylaw, the Procedural Bylaw and any other Bylaw enacted by Council.
13. Following the presentation, Council may ask questions of the presenter, as indicated in the hearing procedures (Schedule "A").

Record of Hearing

14. The minutes of the Regular or Special Council meeting, as the case may be, in which the public hearing is held will include a summary of all information, evidence and presentations made before Council.

Other

15. Once the Chair has adjourned the hearing, the hearing cannot be re-opened.
16. This Bylaw shall come into effect at the first Regular Council or Special Council meeting that occurs after the meeting in which this Bylaw is given final reading.

Read a first time this 26th day of November, AD, 2013.

Read a second time this 10th of day of December, AD, 2013.

Read a third time and finally passed this 10th day of December, AD, 2013.

(Signed original on file)
REEVE

(Signed original on file)
CHIEF ADMINISTRATIVE OFFICER



SCHEDULE "A"

PUBLIC HEARING AGENDA PROCEDURE

LAND USE AMENDMENT PUBLIC HEARING BYLAW NO. **Bylaw #**

Land Owners: **Applicant Name**
Date at Time.

From **Choose an item** to **Choose an item**
Legal

1. **Chair:**
 - a) Calls the hearing to order.
 - b) Introduces the Council, Staff and Applicant(s) attending.
 - c) Asks the guests to sign the registration sheet.
 - d) Calls on Legislative Services to explain the purpose of the hearing.
 - e) Asks each board member if there was any reason that they should be disqualified from hearing this case.
 - f) Asks applicant(s) if there was any objection or concern with any member sitting on the Board.
2. **Planning & Development Department:**
 - a) Introduce the application for re-designation of the said lands included in the agenda package, the application, location map, aerial information and site map. The legislative requirements have been met including advertising and notifications being sent to referral agencies and adjacent landowners.
3. **Chair:**
 - a) Asks Applicant(s) or Agent to explain the proposed use of the land.
4. **Applicant(s):**
 - a) Addresses the proposed use of the land.
5. **Chair:**
 - a) Asks for any questions from Council.
6. **Chair:** asks if anyone wishes to **Speak In Favor** of the Application:
 - a) Please have speaker state his name.
 - b) Asks if any further questions from Council.
7. **Chair:** asks if anyone wishes to **Speak Against** the Application:
 - a) Please have speaker state his name.
 - b) Asks if any further questions from Council.
8. **Chair:** asks Planning & Development Department for Comments and Closing Remarks:
 - a) **Planning & Development Department:**
Read letters from referral agencies and any adjacent landowner comments which have responded and provides their closing remarks.
9. **Chair:**
 - a) Opens the floor to questions from Council.
 - b) Asks if anyone has questions regarding agency referrals or staff comments.
10. **Chair:**
 - a) Asks the Applicant(s) if they have any final comments.
 - b) Asks if the applicant(s) feels if they have had a fair and impartial hearing.
Applicant(s): Responds
11. **Chair:**
 - a) States; Council will render a decision as soon as possible.
12. **Chair:**
 - a) Adjourns the Public Hearing.