



# MUNICIPAL DISTRICT OF GREENVIEW No. 16

## COUNCIL AND PUBLIC HEARINGS

In response to the current COVID-19 public health restrictions, Greenview has implemented procedural changes and all public hearings and meetings will be conducted through electronic means.

Greenview will utilize Zoom as the video conferencing platform for Council Meetings, Committee Meetings, and Public Hearings. Meetings and Hearings will be live streamed via our website for general public viewing at: <https://mdgreenview.ab.ca/government/live-streaming/>

During a public hearing, Council will hear from the applicant and/or agent, from any person who claims to be affected by the proposal or wishes to make representation AND whom Council agrees to hear. Speakers will generally be limited to a 5 minute time frame, unless additional time is approved by Council.

**Participation in Council Meetings, Committee Meetings and Public Hearings are strongly encouraged using one of the following methods:**

### 1. MAKE YOUR PRESENTATION TO COUNCIL VIA ZOOM

In order to participate via Zoom, you must pre-register by email to [wendy.holscher@mdgreenview.ab.ca](mailto:wendy.holscher@mdgreenview.ab.ca) and include the following information:

- **Name of Applicant, Application, or Bylaw Number, and Date and Time of the Public Hearing(s) you are attending**
- **Your Name (you must use the same spelling when registering and when signing in)**
- **Email address**
- **Phone number (for contact purposes in case there are technical difficulties during the hearing)**
- **Your purpose for attending (i.e. indicate whether you are making presentation as the applicant or agent, or are speaking in support of, or in opposition to the proposal, reasons for support or opposition, etc.) This information can be helpful if there are technical difficulties and will ensure that Council is appraised of your position, even if technology fails.**

Deadline for registration is 12:00 P.M. on the Monday prior to the Council meeting. Once registered, an email with detailed instructions will be sent to you before the scheduled hearing date and time.`

### 2. MAKE YOUR PRESENTATION TO COUNCIL VIA EMAIL

Public hearings will be live streamed on the Greenview website. Before the hearing, comments for Council's consideration can be sent by way of email. To be included in the Agenda package, comments must be submitted no later than 10 days prior to the scheduled hearing. Late submissions will be read into the meeting minutes by Administration.

Please include the following information:

- **Name of Applicant, Application, or File Number, and Date and Time of the Public Hearing(s) you are making comment on**
- **Your Name**

- **Your full mailing address and legal land description**
- **Purpose of your Email (i.e. indicate whether you are making presentation as the applicant or agent, or are speaking in support of, or in opposition to the proposal, etc.)**

**Emails must be received prior to the close of the hearing.** Emails received after the hearing is closed will not be considered by Council.

### 3. MAKE YOUR PRESENTATION TO COUNCIL VIA LETTER

If you are unable to participate electronically, you may submit a letter in advance of the public hearing. Letters can be submitted by email, fax (780) 524-4307, by regular mail to Md of Greenview, Box 1079 Valleyview, Alberta T0H 3N0, or dropped off in the mailbox at the front door of the Greenview Administration Building.

Letters must include the following information:

- **Name of Applicant, Application, or File Number, and Date and Time of the Public Hearing(s) you are making comment on**
- **Your Name**
- **Your full mailing address and legal land description**
- **Purpose of your letter (i.e. indicate whether you are making presentation as the applicant or agent, or are speaking in support of, or in opposition to the proposal, etc.)**

**Letters must be received prior to the opening of the hearing.** Letters received after this will not be considered by Council.

### 4. Make a Presentation by Phone:

In order to participate via Phone, you must pre-register by email to [wendy.holscher@mdgreenview.ab.ca](mailto:wendy.holscher@mdgreenview.ab.ca) and include the following information:

- **Name of Applicant, Application, or Bylaw Number, and Date and Time of the Public Hearing(s) you are attending**
- **Your Name (you must use the same spelling when registering and when signing in)**
- **Email address**
- **Phone number**
- **Your purpose for attending (i.e. indicate whether you are making presentation as the applicant or agent, or are speaking in support of, or in opposition to the proposal, reasons for support or opposition, etc.) This information can be helpful if there are technical difficulties and will ensure that Council is apprised of your position, even if technology fails.**

Deadline for registration is 12:00 P.M. on the Monday prior to the Council meeting. Once registered, an email with detailed instructions will be sent to you before the scheduled hearing date and time.

**Please Note: all submissions will be considered to be part of a file that can be viewed by the public at any time.**

**Public Hearing Procedures and Etiquette for electronically attending a Council meeting:**

- If joining through Zoom, You must “Accept” the invite and then join the meeting via ZOOM at the start time of the meeting.
- Your computer mic will be muted by the recording secretary until it is your turn to speak. At that time, it will be turned on so that Council/Committee members and anyone else viewing the meeting by ZOOM or listening through livestream will be able to hear what you say.
- Speakers will only be invited to speak at the time the agenda item comes up for Council/Committee’s consideration, not at any other time in the meeting.
- The Chair will call upon presenters when it is thier turn to speak at the public hearing. Participants are asked to remain on mute in the Zoom meeting until they are called upon to speak or unless a question is directed to them by members of Council. Participants joining over the phone are asked to wait until they are called upon by the Chair to speak.
- The usual time limit of 5 minutes for a presentation will apply, subject to the discretion of the Chair.
- The Chair and any member of Council may ask questions of any presenter at any time.
- Public Hearing participants who do not adhere to these procedures, become disorderly or disruptive, or otherwise acting in a manner deemed disrespectful by the Chair, may be removed from the meeting at the Chair’s discretion. Individuals that are asked to leave the meeting will have no further opportunity to participate in the hearing.
- Once the Public Hearing is closed, you will be asked to exit the Zoom meeting or disconnect the phone call. You are invited to listen to the remainder of the meeting proceedings via the livestream on the Greenview website at <http://mdgreenview.ab.ca/reeve-council/public-meeting-video-audio-streaming/>

**Thank you very much for your patience and understanding as we do our best to ensure that the conduct of Council and Council Committee meetings is impacted as little as possible by the COVID-19 situation.**