

**VILLAGE OF ACME
BYLAW NUMBER # 2015-04**

BEING A BYLAW OF THE VILLAGE OF ACME, IN THE PROVINCE OF ALBERTA,
TO ESTABLISH THE PROCEDURES FOR PUBLIC HEARINGS HELD DURING
REGULAR AND SPECIAL COUNCIL MEETINGS

Pursuant to the provisions of the *Municipal Government Act*, Chapter M-26, of the Revised Statutes of Alberta 2000, and amendments thereto:

WHEREAS Section 145(a) of the *Municipal Government Act* allows a Council to pass bylaws for the establishment and functions of Council committees and other bodies;

AND WHEREAS Section 145(b) of the *Municipal Government Act* allows a Council to pass bylaws for the procedure and conduct of Council, Council committees and other bodies established by Council;

AND WHEREAS pursuant to the provision of Section 230(3) of the ***Municipal Government Act***, RSA 2000, Chapter M-26, the Council of the Village of Acme (hereinafter called the Council), desires to establish procedures for Public Hearings held during Regular and Special Council Meetings;

NOW THEREFORE the Council of the Village of Acme, duly assembled, **HEREBY ENACTS** the following procedures for Public Hearings:

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. The Public Hearing Procedure, attached as Schedule "A", shall be used and govern all Public Hearings.
4. 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 Village of Acme Council 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.
5. 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

6. No more than four (4) hearings shall be scheduled for any Regular or Special Council meeting.



7. Hearings will be heard sequentially, in the order in which they appear on the agenda.

Hearing Procedure

8. All hearings will follow the procedure as outlined in attached Schedule "A".

Hearing Participation

9. 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").
10. Each member of the public, including applicants, shall be limited to a five (5) minute presentation period.
11. 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.
12. 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 Chief Administrative Officer prior to the date of the hearing.
13. All participants to the hearing must address the Chair during their presentation.
14. Participants' conduct is subject to the rules of conduct provided within this Bylaw, the Council Procedural Bylaw and any other Bylaw enacted by Council.
15. Following the presentation, Council may ask questions of the presenter, as indicated in the Public Hearing Procedure (Schedule "A").

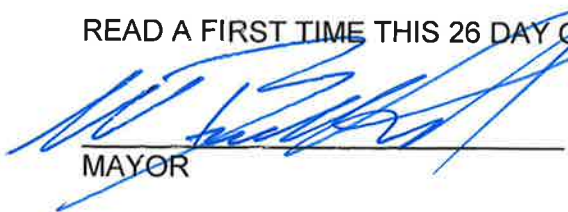
Record of Hearing

16. 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

17. Once the Chair has adjourned the hearing, the hearing cannot be re-opened.

READ A FIRST TIME THIS 26 DAY OF JANUARY, 2015.



MAYOR



CHIEF ADMINISTRATIVE OFFICER

READ A SECOND TIME THIS 26 DAY OF JANUARY, 2015.



MAYOR



CHIEF ADMINISTRATIVE OFFICER

READ A THIRD TIME AND PASSED THIS 26 DAY OF JANUARY, 2015.



MAYOR



CHIEF ADMINISTRATIVE OFFICER



Schedule "A" Public Hearing Procedure

PROCEDURE FOR A PUBLIC HEARING

1. Chairman declares the Public Hearing open and states that the Hearing is held pursuant to Sections 230, 606 and 692 of the Municipal Government Act, RSA 2000, as amended.
2. Chairman states:
That the purpose of Bylaw #XXXX-XX is to _____.
 - a) That notice of the Hearing was given in writing to:
 - i) the applicant, the assessed landowner or landowners, and adjoining landowners; and
 - ii) the Planning & Development Officer.
 - b) That the notice of the Hearing was advertised in the Three Hills Capital Newspaper on _____ and _____.
 - c) That presentations are to be brief and to the point and limited to 5 minutes.
 - d) The order for Hearing presentations will be:
 - i) the Planning & Development Officer;
 - ii) those in favour of the Bylaw;
 - iii) those opposed to the Bylaw;
 - iv) any person deemed to be affected who wishes to be heard.
 - e) Chairman states that all persons giving presentations are to state their name and address.
3. Chairman may allow questions from members of Council after each presentation.
4. Chairman may allow rebuttal from persons having given presentations.
5. After all presentations are made the Chairman declares the Hearing closed.