

PUBLIC HEARINGS

The purpose of a public hearing is to provide members of the public an opportunity to address Council before a decision is made.

Ensure your presentation is organized and to the point. Time for presentations is limited to five minutes (additional time may be considered).



Please note that photographing, filming and recording of Council Proceedings is not permitted.



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Public Hearings

MD of Foothills No. 31



Most public hearings deal with land use planning and development, and are required by the Alberta Municipal Government Act. Public hearings enable residents who might be affected by a proposed development to provide direct input to Council's decision. The process also allows the applicant who is proposing the development to address Council to clarify issues that may be raised during the public hearing.

If you would like to address Council in order to provide support or to provide concerns regarding an application, you may do so at a public hearing.

When you are presenting to the Council, you will be asked to come forward to the presentation table, state your name, provide the spelling of your last name, the location of your residence and whether you are speaking for yourself or on behalf of a group.

Each speaker has five minutes to make his or her presentation. The five minute time limit applies even if a speaker represents other people; a request for additional time may be considered by the Chairman. The MD has set these time limits in order to give everyone a fair opportunity to speak, and to allow as many people to speak as possible.

If there is a group of people with the same concern(s), it is desirable that one person make the presentation on behalf of the group. Each presentation should include new or different information. Once a point has been made, it is not necessary to repeat it in each presentation.

If you have provided your comments in a letter, Council will read it before making a decision on the application. You do not have to read your letter to Council.

If you bring material to share with Council at the public hearing, please bring 12 copies. Staff will collect the material and provide it to Council and the applicant.

PowerPoint presentations are permitted and should be provided to Planning department staff, in both digital form and print form 24 hours in advance of the public hearing. Please check with staff to make sure your presentation has been received.

All materials provided at a public hearing become part of the public record.

If you are not able to attend the public hearing, you may provide your comments to Council in writing. The MD Planning staff appreciates receiving all letters 24 hours before the start of the hearing. All written material should have the name of the writer (please print clearly), location of residence and a signature. You may submit a fax or a letter. Please note that email or other electronic formats such as PDF will not be accepted.

Please note that in accordance with the MD's Procedural Bylaw 33/2008, the public hearing will be recorded to assist with minute taking only. This recording will be destroyed after the minutes are adopted. The recording will not be available for distribution.

FORMAT FOR PUBLIC HEARINGS

All attendees are invited to register prior to the public hearing on the attendance sheet provided in the lobby. Please be aware that the attendance sheet will become part of the public record.

The Chairman will call the meeting to order.

MD staff will provide the Municipal presentation regarding the application that is the subject of the public hearing.

The applicant or the designate will then be provided with the opportunity to speak to Council regarding their application. Council may ask questions of the applicant or designate.

The Chairman will first ask for those in attendance who are in favour of the application to speak. Next Council will request that those in attendance who have concerns regarding the application to come forward and address Council. Council members may ask questions of each presenter.

Please note:

- Each speaker is requested to uphold the five minutes time limit;
- This is the only opportunity for members of the public to speak to Council at the public hearing;
- All remarks are to be directed to the Chairman and not to the applicant, the gallery or to Municipal staff.

After everyone who wishes to speak has done so, the applicant will be given the opportunity to provide Council with final comments. Council members may ask questions of the applicant at the end of the closing remarks.

The Municipal staff member will then be given the opportunity to provide Council with final comments.

Finally, the Chairman will determine if the hearing can be closed or adjourned.