

**MOUNTAIN VIEW COUNTY**  
**BYLAW NO. 56/05, as Amended**  
**PROCEDURE AND CONDUCT OF COUNCIL MEETINGS**  
**(CONSOLIDATED ON February 3, 2010)**

**NOTE:**

All persons making use of the consolidation are reminded that it has no legislative sanction, that the amendments have been embodied for convenience of reference only, and that the original Acts should be consulted for all purposes of interpreting and applying the bylaw.

**OFFICE CONSOLIDATION**

**Mountain View County  
Province of Alberta**

**Bylaw No. 56/05**

**A BYLAW OF MOUNTAIN VIEW COUNTY IN THE PROVINCE OF ALBERTA REGARDING THE  
PROCEDURE AND CONDUCT OF PUBLIC HEARINGS.**

**Public Hearings**

101. Public Hearings shall be held during regular meetings of Council in the Council Chamber, Mountain View County Office Building
102. A maximum of six (6) Public Hearings will be held at each regularly scheduled meeting of Council. (Bylaw 03/10)
103. In the event that the number of Hearings required cannot be accommodated at a regular Council Meeting, Council may, by resolution, establish a Special Meeting to accommodate the excess hearings.
104. Public Hearings shall be included on the Agenda of the regularly scheduled Council Meeting as per Bylaw No. 21/07, The Procedure and Conduct of Council Meetings. (Bylaw 03/10)

**Conduct of Meetings**

201. Any person who claims that he/she will be affected by the subject matter of the Public Hearing shall be afforded the opportunity to be heard by Council either by themselves or by their agents.
202. Every delegate to the Public Hearing and each member of Council shall address their questions and comments to the Chair but shall not speak until recognized by the Chair.
203. Any person wishing to file a written submission to the Public Hearing shall file their submission with the Planning Department one (1) week prior to the date of the Public Hearing.
204. Written submissions must:
  - (a) be legible
  - (b) identify the writer, the writer's address and preferably telephone number
  - (c) not be libelous, impertinent or improper
205. The CAO is authorized to summarize the contents of the communications when there are a number of letters and the contents are the same. In all instances "CAO" means the CAO or their designate. The letters will be provided to Council in their Agenda Packages.

206. Correspondence submitted in relation to a Hearing will be included in the Public Hearing Agenda Packages.
207. Questions by council members shall be limited to questions to determine the suitability of the property for the land use being requested.

### **Meeting Procedure**

301. The Chair shall open the Public Hearing and introduce the subject of the Hearing.
302. Subject of the Bylaw will be read into the Public Hearing. (Bylaw 03/10)
303. The Chair will request that the Application be introduced by the CAO.
304. Communications, if any, will be read into the record by the CAO.
305. Persons addressing Council shall give their name, location of their property in relation to the applicant's property, an indication as to whether they are speaking on their own behalf or for another person or a group, and address the Chair when responding to questions or providing information.
306. Following the applicant's presentation, and after identifying themselves, any person wishing to speak in favor of the application may address Council. Individuals speaking for a group will be allowed ten (10) minutes. Individuals speaking for themselves will be allowed five (5) minutes.
307. Individuals who have submitted a letter shall only address Council on new non-repetitious information not contained in the letter.
308. Following those that spoke in favor and after identifying themselves, any person wishing to speak in opposition to the application may address Council. Individuals speaking for a group will be allowed ten (10) minutes. Individuals speaking for themselves will be allowed five (5) minutes.
309. Individuals who have submitted a letter shall only address Council on new non-repetitious information not contained in the letter.
310. Individuals who are opposed to the application may not rebut information presented by others in opposition. Only the applicant and those that spoke in favor may speak in rebuttal at the Public Hearing. No new information is permitted during the rebuttal.
311. The use of slides, maps, videos and written submissions are permitted but they shall become the property of the County as exhibits to the Hearing.
312. Council is provided the opportunity to ask questions. The questions asked shall be limited to questions concerning the subject of the Public Hearing.
313. The CAO or designate is given the opportunity to provide closing remarks. (Bylaw 03/10)
314. Applicant is given the opportunity to provide closing remarks.

- 315. Council is asked whether they have any final questions, Council members may not debate the issues before the Hearing is closed.
- 316. Council may choose to recess a Public Hearing to another time, date or place. However once the Hearing has been closed no new information may be provided to Council.
- 317. Chair closes the Public Hearing.

Read the first time this 14<sup>th</sup> day of December, 2005

Read the second time this 14<sup>th</sup> day of December, 2005

Read the third time this 14<sup>th</sup> day of December, 2005.

  
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Reeve

  
\_\_\_\_\_  
Chief Administrative Officer

05 Jan 2006  
Date of Signing