



Schedule "A" Rules of a Public Hearing

VILLAGE OF BEISEKER - RULES OF A PUBLIC HEARING

What is a Public Hearing?

Public Hearings provide an opportunity for members of the public to speak to Council on proposed planning and development matters or any other matter that requires a public hearing in accordance with the *Municipal Government Act*.

Public hearings are formal hearings that must follow rules set out by provincial and local legislation. Comments from the public may be submitted in writing or verbally, and Council can ask questions of the people who are present. This may include administration, specialists on the subject at hand, members of the public, or any other person.

How do I obtain information on scheduled items?

When items are scheduled for public hearing, copies of a proposed bylaw or the documents relating to the matter can be viewed:

- online at villageofbeiseker.com
- in person at the Village Office, 700 1st Avenue, Beiseker AB T0M 0G0
- request for a copy of the document by emailing beiseker@beiseker.com
- at the Council meeting

Documents can be inspected at the Village Office during regular business hours (8:00 a.m. to 5:00 pm.) Monday to Thursday and Fridays from 8:00 am to 12:00 pm. The Village office is closed for statutory holidays, at lunchtime between 12pm and 1pm and during the Christmas season.

Where are Public Hearings held?

The location of the public hearing will be advertised in accordance with the rules for announcing a Public Hearing. Members of the public are welcome to attend and observe.

How do I register to speak?

To speak to Council at a Public Hearing:

- Submit your comments to council in writing. No more than five pages. Include a summary of the information to be presented. Written submissions must be received by the Village Office before 5pm on the day of the hearing.

Email: beiseker@beiseker.com
Mail: Box 349 Beiseker AB T0M 0G0
Drop Off: 700 1st Avenue, Beiseker Village Office

- Call 403-947-3774 to register to speak verbally to Council at the Public Hearing. Requests to register to speak to Council will be accepted up until 5pm on the date of the hearing.
- Request to be heard at the meeting. Council will call for any other speakers at the end of the hearing.

Order of Speakers:

1. Written comments (where the speaker is not present) will be read by Administration to Council first.
2. Those that have submitted in writing who want to verbally address council will be heard second.
3. Registered Speakers will present in the order in which they registered
4. Council will call for any remaining speakers who wish to address council

To ensure everyone has an equal opportunity to speak, presentation time is limited to five minutes. Council may extend this period to ask questions or get clarification

What if I cannot attend the meeting?

If you are unable to attend a public hearing, you can participate in the process by submitting your comments in writing to the Village Office (see Email, Mail and Drop off options above) before 5pm of the day of the hearing.

Submissions cannot be made following the conclusions of public presentations.

All submissions become public documents and persons may want to limit personal information provided.

What is an adjournment?

In some cases, a public hearing may be adjourned, which means that the hearing will reconvene at a later date. When it adjourns the hearing, Council will generally announce a date, time and place of reconvening. If not, the Village will give notice of this information as though the reconvened hearing were a new hearing.

What happens after a public hearing?

Once a public hearing has been adjourned, Council may not consider any further public input. This does not mean that individual councillors cannot keep gathering input. It means that any comments received after the hearing cannot be formally recognized by Council or become part of the public record. After the public hearing Council will decide to:

- Make amendments (if necessary) and pass the bylaw
- Defeat the bylaw
- Postpone consideration of the bylaw to another date

Where can I find out more information?

If you have any questions regarding the proposed bylaw or issue, or questions regarding the process for a public hearing, please contact the Village Office (see contact information above).