



## POLICY – DV 07

## PUBLIC HEARINGS

|                           |                |                         |      |
|---------------------------|----------------|-------------------------|------|
| <b>APPROVAL DATE:</b>     | 2008-12-02     | <b>CROSS-REFERENCE:</b> |      |
| <b>RESPONSIBILITY:</b>    | Administration |                         |      |
| <b>APPROVER:</b>          | Council        | <b>APPENDICES:</b>      |      |
| <b>REVISION DATE (s):</b> | 2021-07-12     | <b>REVIEW DATE:</b>     | 2026 |

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## POLICY STATEMENT

To establish the process by which public hearings are conducted by the Village of Marwayne.

## BACKGROUND

As per the Municipal Government Act, the Village of Marwayne must have an adopted process for public hearings.

## OBJECTIVE

To outline the process by which Council for the Village of Marwayne will conduct public hearings for municipal matters.



## DEFINITIONS

**CAO** is the Chief Administrative Officer for the Village of Marwayne in the Province of Alberta.

**Councillor** is an elected official whom forms part of the Council for the Village of Marwayne in the Province of Alberta.

**Employee** is a full-time permanent Employee of the Village of Marwayne in the Province of Alberta.

**Employer** is the Village of Marwayne in the Province of Alberta.

**Village** is the Village of Marwayne in the Province of Alberta.

## GUIDING PRINCIPLES

This policy applies to all Village of Marwayne Employee's as well as those persons in attendance at a Village of Marwayne public hearing and is subject to the terms set forth below:

- In instances when the Village of Marwayne must conduct a public hearing, the following process shall be followed:
  - The Mayor for the Village shall call the public hearing to order at the time the public hearing was advertised to commence.
  - The Mayor shall advise those in attendance at the public hearing that all discussions of Councillors, Village Employees and delegations are directed to the chair.
  - The Mayor shall ask the CAO to confirm whether or not the public hearing had been advertised and notice had been provided in accordance with the Municipal Government Act legislation.
  - The Mayor shall ask the CAO to summarize the purpose of the public hearing.
  - The Mayor shall ask the CAO to confirm whether or not any written submissions had been received.
  - The Mayor shall call upon anyone in attendance wishing to speak at the public hearing.
  - Speakers at the public hearing must state their name for the record and whether they are in support of or opposed to the proposed bylaw.



- Speakers at the hearing must disclose their full name, mailing address, physical address and contact phone number to the CAO prior to speaking.
- Each speaker at the public hearing only has one (1) opportunity to do so.
- The Mayor shall advise the speakers at the public hearing that Councillors may ask questions to clarify their comments but Councillors will not debate the matter during the hearing.
- The decision as to whether or not the bylaw will be given second, third and final readings will be dealt with at the conclusion of the public hearing.
- The Mayor shall thank all speakers for their comments and advise that their comments shall be taken into consideration when making a decision on the bylaw.
- The Mayor shall declare the public hearing closed.

## **ROLES & RESPONSIBILITIES**

| <b>ROLE/TASK</b>                                     | <b>TITLE (s) OF PERSON RESPONSIBLE</b> |
|--|--|
| <b>HANDLING INQUIRIES &amp; COMMUNICATING POLICY</b> | Chief Administrative Officer           |
| <b>MONITORING REVIEWS AND REVISIONS</b>              | Administrative Assistant               |