

**TOWN OF IRRICANA  
AGENDA  
PUBLIC HEARING  
Monday, March 5th, 2018  
7:00 P.M.  
COUNCIL CHAMBERS  
(222 2 Street Irricana, AB T0M 1B0)**

**A. CALL TO ORDER**

**B. MAYOR FRIESEN – OPENING STATEMENT**

**C. SECRETARY CARDINALE**

- i. NATURE OF THE PROPOSED BYLAW**
- ii. DATE OF THE FIRST READING OF PROPOSED BYLAW**
- iii. DATE OF ADVERTISEMENTS**
- iv. NOTICE AS REQUIRED**

**D. PRESENTATIONS OF THOSE IN SUPPORT OF THE BYLAW**

**E. PRESENTATIONS OF THOSE OPPOSED TO THE BYLAW**

**F. PRESENTATIONS OF THOSE DEEMED TO BE AFFECTED BY THE BYLAW**

**G. ADJOURNMENT**

**TOWN OF IRRICANA**

**POLICY NUMBER 1.2**

**Page 1 of 2**

**TITLE: RULES OF PROCEDURE  
FOR PUBLIC HEARING**

**Effective: November 7, 2005**

**POLICY STATEMENT**

The Town of Irricana recognizes the value of guidelines that act as a framework for Public Hearings. The Town of Irricana Council is authorized to create this framework in accordance with Section 230 of the M.G.A. and Bylaw #3:96

**OBJECTIVES**

1. To outline the steps followed and the manner in which a public hearing is held.

**PROCEDURES**

1. The Public Hearing must be held before the second reading of the bylaw or before the council vote on the resolution.
2. Council must conduct the public hearing during a regular or special Council meeting.
3. The Chairperson opens the meeting stating that the Public Hearing is held pursuant to Section 230 of the M.G.A. or any other specific legislation if applicable.
4. The Secretary then states the nature of the proposed Bylaw or Resolution and reads the following information into the record:
  - a) the date that the proposed bylaw was given first reading or the proposed resolution was brought forward by Council
  - b) if the proposed bylaw or resolution was required to be advertised by the MGA or any other enactment, the issue dates and name of the local newspaper it was advertised in.
  - c) if notice of the hearing was required to be given by the MGA or another enactment, the date and manner in which the notice was given, and to whom notice was given.
5. In a Public Hearing Council must hear any person, or group representative, who claim to be affected by the proposed bylaw or resolution and who has complied with the procedures outlined by Council.

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**Page 2 of 2**

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6. The Chairperson then states the rules of conduct that will be followed for presentations being made at the hearing:
  - a) written or oral presentations before the Council shall be limited to five minutes.
  - b) the order for presentations shall be as follows:
    - Those in support of the proposed Bylaw or Resolution
    - Those opposed to the proposed Bylaw or Resolution
    - Any other person deemed to be affected by the Bylaw or resolution who wishes to be heard.
  - c) the Council/Chair shall not allow cross examinations of persons giving evidence and it will not be necessary for the persons giving evidence to substantiate his or qualification.
  - d) the Council may ask questions of the speakers after each presentation for clarification purposes.
  - e) questions will be allowed from the floor through the chair to the Council Members.
  - f) Council Members shall refrain from making comments to the general public that would indicate any bias either for or against the proposed bylaw or resolution.
7. Council shall hold the Public Hearing open for at least 15 minutes if no one attends.
8. Chairperson declares the Public Hearing portion of the meeting is closed.
9. Procedures for Subdivision and Development Appeal Board Public Hearings are governed by Bylaw #11:95.

**MAYOR**

**MOTION 298:05  
MOTION**

**DATE: Nov 7/05  
REVISED:**

**CHIEF ADMIN. OFFICER**