



Clear Hills County

Effective Date: **September 28, 2010**

Policy Number: **1120**

Title: **PUBLIC HEARING PROCEDURES**

1. Policy Statement

- 1.1. Clear Hills County will establish guidelines for conducting a public hearing by Council.

2. Procedure

- 2.1. Public hearing minutes will be prepared separately from the Council Meeting minutes for the day the hearing is conducted.
- 2.2. The public hearing will be conducted by the Reeve or his designate acting as Chair.
- 2.3. Proposed rules for conducting the hearing will include such things as:
 - 2.3.1. recognition by the Chair;
 - 2.3.2. identification of presenter, their organization (if applicable) and their legal location;
 - 2.3.3. if a presenter becomes repetitive, they may be limited by the Chair;
 - 2.3.4. questions by the members of Council to anyone;
 - 2.3.5. questions will be permitted from the floor, at the discretion of the Chair;
 - 2.3.6. no taping of the hearing will be permitted; and
 - 2.3.7. breaks will be called at the discretion of the Chair.
- 2.4. Registration of persons wishing to submit a presentation may be required if it appears there may be several presenters.
- 2.5. The Chair will call upon the appropriate officer (or their designate) to present the background to the application.
- 2.6. The Chair will then call upon the applicants to address their application.
- 2.7. The Chair will call for submissions received from agencies. At this time, a

representative of that agency may make the presentation. If not, the appropriate officer (or their designate) will read or paraphrase the comments submitted.

- 2.8. The Chair will then call for presentations from individuals/groups who are in support of the application.
- 2.9. The Chair will then call for presentations from individuals/groups who are in opposition of the application.
- 2.10. The Chair will then call for presentations from individuals/groups who are undeclared in their support.
- 2.11. The Chair calls for written submissions from individuals/groups that have chosen not to present their case orally. These will be read and/or summarized by the appropriate officer (or their designate).
- 2.12. The applicant will be invited by the Chair to have the last word. It is expected that the applicant will respond to any relevant issues raised during the course of the hearing.
- 2.13. The Chair will declare the hearing closed.
- 2.14. No further submissions will be entertained.

3. End of Policy

ADOPTED

Resolution #C636-04

Date: July 13, 2004

AMENDED

Resolution #C419(05/26/09)

Date: May 26, 2009

AMENDED

Resolution #C689(09/28/10)

Date: September 28, 2010