

TOWN OF SLAVE LAKE

COUNCIL POLICY

Department:	Planning and Development	Policy No:	PD.PLN-23 1005
Policy Title:	Public Hearing Policy	Issue Date:	12-12-2023

1. **PURPOSE**

- 1.1. The Town of Slave Lake will ensure that clear direction and procedures are maintained, followed, and communicated with respect to holding a Public Hearing and receiving or giving oral or written presentations during a Public Hearing.

2. **POLICY STATEMENT**

- 2.1. It is the desire of the Town to provide clear direction to Council, Administration, and the Public as to the proper procedures for a public hearing, while providing an opportunity to the Public to be heard by Council prior to making a decision on a proposed bylaw or resolution. The Town will ensure that the requirements of the Municipal Government Act are being met with respect to holding a Public Hearing.

3. **DEFINITIONS**

- 3.1. **Bylaw:** means a Bylaw of the Town of Slave Lake i.e., Land Use Bylaw
- 3.2. **Chair:** means the person who is presiding over a meeting, and, when in attendance at Council of Committee of the Whole Meetings, shall mean the mayor or designate.
- 3.3. **Council:** means the Mayor and Councillors of the Town of Slave Lake for the time being, elected pursuant to the provision of the Municipal Government Act whose term is unexpired, who has not resigned and who continues to be eligible to hold office as such under the terms of the Municipal Government Act.
- 3.4. **Committee of the Whole:** means a committee consisting of all members of Council whose main function shall be to review issues,

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matters and recommendations referred from Council, which require briefing and/or discussion in order to develop a better understanding of the issues prior to the matter being considered further at a Regular or Special Meeting of Council.

- 3.5. **Land Use Bylaw:** means a planning tool with the purpose of regulating and controlling the use and development of all land and buildings within the Town of Slave Lake.
- 3.6. **Public Hearing:** means a meeting of Council where members of the public may make presentations with respect to a bylaw or resolution.
- 3.7. **Regular Meeting:** means those regular meetings of Council that have been advertised.
- 3.8. **Resident:** means any person residing within the Municipal boundaries of the Town of Slave Lake.
- 3.9. **Resolution:** means a formal decision in a meeting agreed to by a vote.
- 3.10. **Special Meeting of Council:** means those meetings that have been called for special reasons.

4. GUIDELINES

- 4.1. Procedure and Responsibility
 - 4.1.1. Chief Administrative Officer (CAO) will ensure the Public Hearing Policy is implemented and followed.
 - 4.1.2. Town Council will approve the Public Hearing Policy and any amendments thereto.
 - 4.1.3. Public Hearings are to be held in the Council Chambers of the Town of

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Slave Lake, except when the location and scope of the application may warrant holding the Public Hearing at a larger location.

- 4.1.4. Public Hearing advertisements must be published at least once a week for two (2) consecutive weeks on the Town's web page, to which the proposed bylaw, resolution or other thing relates, or in which the meeting or hearing is to be held.
- 4.1.5. For site specific applications (i.e., redistricting amendment) the Director of Planning & Development will send notifications to the owner/applicant and to the adjoining property owners advising them of the date and time of the Public Hearing.
- 4.1.6. Any correspondence or other written submission as part of the Public Hearing process must be received by 4:30 pm on the Thursday prior to the Public Hearing. Correspondence received after this deadline will not be included in the Council agenda, however, may be circulated to Council as a late addition hand out during the said hearing.
- 4.1.7. Public Hearings must be held after the first reading of the bylaw and before the second reading.
- 4.1.8. More than one bylaw may be included in one notice of a Public Hearing, and more than one bylaw may be considered at a Public Hearing.
- 4.1.9. A written report of each Public Hearing, containing a summary of the

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nature of the application respecting the bylaws that were made at the Hearing, must be prepared, and maintained as a public record.

- 4.1.10. Council may adopt the proposed bylaw or resolution at the same meeting at which the bylaw or resolution passed third reading.

4.2. **Standards/Guidelines**

- 4.2.1. The Chair will call the meeting to order, provide the purpose for the Public Hearing and outline the procedural rules for the conduct of the Hearing.
- 4.2.2. The Director of Planning & Development or his/her designate shall introduce the proposed amendment.
- 4.2.3. The owner/applicant may make a presentation limited to ten (10) minutes.
- 4.2.4. The Chair will invite any person, group of persons, or person representing them, who claim to be affected by the proposed bylaw or resolution that wish to be heard to come forward to speak. Speakers will be limited to five (5) minutes to express their views. A speaker will not debate a point of view with another speaker but will seek clarification through the Chair.
- 4.2.5. A person wishing to speak a second time may be allowed to provide additional information only after all other speakers have been heard for the first time.
- 4.2.6. A speakers list may be used for larger Public Hearings.
- 4.2.7. The Chair will only entertain presentations that pertain to the Bylaw or Resolution undergoing the Hearing.

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4.2.8. Those in attendance at the Public Hearing will refrain from applause, cheering, heckling, booing, inappropriate language, other expressions of emotion, outbursts or criticisms aimed at individuals or groups whether in favor of, or opposition to, any application or argument. Placards, posters, and signs are not permitted. The Chair may expel a person or a group of persons from the meeting for improper conduct.

4.2.9. After all the presentations have been heard, the Public Hearing is then closed. No other submissions or presentations from the public or the applicant may be received by Council.

4.2.10. After considering the presentations about the proposed bylaw or resolution at the Public Hearing and after considering any other matter it considers appropriate, Council may:

4.2.10.1. Pass the bylaw or resolution.

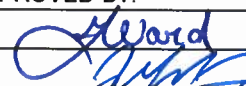

4.2.10.2. Make any amendments to the bylaw or resolution it considers necessary and proceed to pass it without further advertisement or hearing; or

4.2.10.3. Defeat the bylaw or resolution.

5. **REVIEW OF THE POLICY**

5.1.1. This Policy will be reviewed and may be amended from time to time based on the needs and experiences of our workplace.

6. **APPROVAL and REVISION CONTROL**

ISSUED BY	APPROVED BY:	DATE:
Mayor		12/12/23
Chief Administrative Officer		12/12/23