



Reference: [Town of Nanton Council Procedural Bylaw](#)

Public Hearings are part of the adoption or amendment process for statutory plans and bylaws. It provides an opportunity for affected parties to address Town Council with their concerns or their comments prior to its final passing.

A Notice of Public Hearing must be advertised in accordance with the Municipal Government Act at least once a week for a consecutive two-week period and must appear at least 5 days before the date of the hearing. The date, time and location of the Public Hearing must be stated in the notice along with the purpose of the bylaw or plan, and a location where the bylaw or plan can be inspected.

HOW TO PARTICIPATE IN A PUBLIC HEARING

1. Written submissions can be made to the CAO or designate before the submission deadline noted in the Notice of Public Hearing (typically 5-7 days before the hearing). These submissions are included in the Council agenda package prior to the hearing.* Written submissions may be mailed, delivered, emailed or submitted via the Town of Nanton Public Notices page.
2. Verbal presentations, which may include a written summary or presentation, can be made in person at the Public Hearing. To participate at a Public Hearing, please pre-register with the Town by the deadline noted in the Notice of Public Hearing (typically 3-5 days before the hearing). To ensure everyone has an equal opportunity to speak, presentation time is limited to five minutes.
3. To participate in a Public Hearing by electronic means, pre-registration is required. You will be informed by administration how to participate electronically. Hearings may be livestreamed to the public and recorded.
4. Members of the public who wish to observe but not present to Council are welcome to the Public Hearing in person or electronically following the same protocols as regular Council Meeting attendance.

*Submissions will be excluded from the Council agenda package that are defamatory, discriminatory, or hateful in nature and may be redacted of any information that the CAO or legal counsel deems inappropriate for public dissemination.

WHAT HAPPENS AT A PUBLIC HEARING?

Once the Public Hearing is opened, the Chair shall:

- (i) State the matter to be considered at the hearing,
- (ii) Confirm that the Public Hearing has been advertised in accordance with the Municipal Government Act and that the Public Hearing will be conducted in accordance with the Council and Committee Procedural Bylaw.

- (iii) Ask if the development proponent, authorized representative or applicant is present and wishes to be heard by Council.
- (iv) Ask if there are any person(s) or group(s) present who claim to be affected by the subject matter of the Public Hearing and wish to be heard by Council.
- (v) Ask if there any other person(s), group(s) or authorized representative(s) other than those above who wish to be heard by Council, and
- (vi) State that any person, group or authorized representative wishing to speak must clearly state their names and position on the matter for recording in the minutes.

Members of the public will be called upon by the Chair to make their presentations in the following sequence:

- (i) the development proponent or applicant,
- (ii) those in favour,
- (iii) those against.

Council may ask questions of public presenters for clarification of the presentation.

The Chair may recall the proponent or applicant in order to allow Council to ask additional questions of clarification, if required. A recall for clarification may only be made at the same meeting at which the Public Hearing item was heard.

After the presentations have been made, the Chair will ask if there are any more comments or responses from those present. If there are none, the Chair will declare the Public Hearing closed.

No further submissions may be considered by Council once the Public Hearing is closed.

In circumstances where a Public Hearing has been adjourned or recessed (but not closed), and will re-convene at a later time or date, submissions may only be made once the Public Hearing re-convenes.

CONDUCT AT PUBLIC HEARINGS

Member of the public must follow the same procedures as outlined in the 'Conduct at Meetings' section of the Council and Committee Procedure Bylaw.

Participants or the public shall not approach or speak to the Council or Chair unless permitted, only speak for the time allotted, refrain from speaking when others are presenting, and be respectful of Council and other participants at all times. The Chair may order a member of the public who creates a disturbance or acts improperly at a Public Hearing to leave the premises.

CAN I DELEGATE A SPOKESPERSON OR PRESENT ON BEHALF OF A GROUP?

Yes! If a person is unable to attend a Public Hearing, that person may authorize another individual to speak on their behalf. The authorization must:

- (i) Be in legible writing,
- (ii) Name the individual authorized to speak,
- (iii) Indicate the proposed bylaw to be spoken to, and
- (iv) Be signed by the person giving the authorization.

One person may speak on behalf of a group. The group's representative will be given 10 minutes to make their presentation.

WHAT HAPPENS AFTER A PUBLIC HEARING?

Council must consider the public input in its decision to adopt or amend the statutory plan or bylaw. This may include:

1. Defeating the bylaw
2. Making amendments to the bylaw before passing
3. Postponing the decision to another date
4. Passing the bylaw

If the Bylaw is passed, it will be available to the public as a public document.

The Minutes of the Public Hearing will include:

- (i) The names of the applicant, or representatives of the applicant, who are present at the Public Hearing, and
- (ii) The names of the members of the public who provided written and/or verbal submissions, along with a general indication of support, opposition, or neutrality, but not a summary of the presentation and/or a copy of any written materials provided.

Public Submissions will be kept on record in accordance with the Town's record retention policy. Submissions are considered public documents.

Questions?

Planning and Development

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Updated November 22, 2021 at 2:16 PM