

SUMMER VILLAGE OF SANDY BEACH
IN THE PROVINCE OF ALBERTA
BYLAW NO. 04-2025

**ESTABLISHING PROCEDURE AND CONDUCT OF PUBLIC HEARINGS
CONDUCTED BY ELECTRONIC MEANS ONLY**

A significant amendment under Bill 20 is the requirement for every council to have a bylaw in place by April 30, 2025, to provide public hearings for planning and development matters to be conducted by electronic means. This Bylaw 04-2025 satisfies the requirements in MGA section 199 to provide the opportunity for full and meaningful public participation in electronic council meetings and public hearings as it pertains to planning and development.

SECTION 1 – AUTHORITY

- 1.01 Section 216.4 (3) of the Municipal Government Act, Chapter M-26 Statutes of Alberta 2000, authorizes a municipality by bylaw to establish procedures for Public Hearings.
- 1.02 The Summer Village of Sandy Beach hereby enacts this bylaw to be cited as "Procedure and Conduct of Public Hearings Electronically".

SECTION 2 – PUBLIC HEARINGS PROCEDURES CONDUCTED BY ELECTRONIC MEANS

- 2.01 The Municipal Government Act provisions allow Public Hearings to be conducted by electronic means and Council determines it appropriate to hold a Public Hearing using electronic means if required.
- 2.02 The Chief Administrative Officer shall provide notice to the public that the Public Hearing is to be conducted by electronic means and provide for the method in which the public can view the meeting.
 - a) Individuals will be encouraged to join the meeting via video conference to view the presentation provided to Council or any materials submitted in addition to those included in the Council Agenda;
 - b) Individuals that are unable to virtually attend the meeting via video conference are invited to participate via teleconference but will be unable to view the presentation provided to Council or any materials submitted in addition to those included in the Council Agenda.
- 2.03 Individuals are encouraged to Pre-Register to Speak to provide for hearing efficiency by submitting their contact information and file number of the hearing they will be participating in, to the Executive Assistant/Recording Secretary or CAO by 12:00 pm on the day before the Public Hearing.
- 2.04 Individuals will be required to provide their contact information to be used if they are disconnected from the Public Hearing and to identify them in the hearing proceedings. The County will make a reasonable attempt to re-connect with any pre- registered speaker if they are disconnected but reserves the right to proceed with the Public Hearing at their discretion.

- 2.05 During the Public Hearing Process, all individuals will be requested to mute their microphones until they are granted the opportunity to speak by the Chair.
- 2.06 The Chair shall open the Public Hearing and introduce the subject of the Hearing by reading the subject of the Bylaw.
- 2.07 The Chair shall request that the application be read by the Chief Administrative Officer.
- 2.08 The Applicant shall be invited to provide new or additional information for Council's consideration.
- 2.09 After the Applicant's presentation, Individuals that would like to speak in the Public Hearing, and that have pre-registered to speak, will be invited to provide their presentation to Council. They will be provided with five (5) minutes for their presentation unless an extension is granted by the Chair.
- 2.10 After all pre-registered individuals are provided with an opportunity to speak to the proposed Bylaw, the Chair will inquire if there were any further individuals that would like to speak to the proposed Bylaw and determine the order that the additional individuals will speak. They will be provided with five (5) minutes for their presentation unless an extension is granted by the Chair.
- 2.11 Council is provided with the opportunity to ask questions. The questions asked shall be limited to questions concerning the subject of the Public Hearing.
- 2.12 The Chief Administrative Officer is given the opportunity to provide closing remarks.
- 2.13 The Applicant is given the opportunity to provide closing remarks. The applicant may speak in rebuttal to those in opposition during closing comments providing no new information is provided.
- 2.14 Council is asked whether they have any final questions, Council members may not debate the issues before the Hearing is closed.
- 2.15 Council may choose to recess a Public Hearing to another time, date or place. However, once the Hearing has been closed no new information may be provided to Council. Council may receive updated information for clarification on subjects discussed as part of the public hearing providing new information is not introduced that would create an unfair approval process by restricting the public's ability to provide input.
- 2.16 Once the Chair is satisfied that all pertinent information has been provided and that Council has no further questions, the Public Hearing will be closed.
- 2.17 Council will proceed to consider the Bylaw in accordance with section 199 & 216.4 of the Municipal Government Act.

SECTION 3 – REPEAL OF BYLAW

- 3.01 This is a new Bylaw that solely accommodates and facilitates the conduct of public hearings via electronic (virtual means). Procedural Bylaw 05-2021 remains in effect.

SECTION 4 - EFFECTIVE DATE

- 4.01 This Bylaw shall come into effect at such time as it has received third reading and has

been signed in accordance with the *Municipal Government Act*.

AND WHEREAS this Bylaw comes into full force and effect upon third reading and being signed.

READ a first time this 17th day of April, 2025.

READ a second time this 17th day of April, 2025.

Given Unanimous consent to go to third reading on this 17th day of April, 2025.

READ a third and final time on this 17th day of April, 2025.

SIGNED this 17th day of April, 2025.



The Summer Village of Sandy Beach
The Province of Alberta, Canada

Mayor

Chief Administrative Officer