



Proposed Amendments to the Procedure Bylaw – Public Hearing Presentation Time and Time Extension Process

Electoral Division: All

File: N/A

|             |                                      |
|-------------|--------------------------------------|
| Date:       | April 28, 2026                       |
| Presenter:  | Michelle Mitton, Legislative Officer |
| Department: | Legislative Services                 |

REPORT SUMMARY

Based on a notice of motion introduced at the February 24, 2026 Council meeting, Council passed a resolution at the March 10, 2026 Council meeting to direct Administration to prepare amendments to the public hearing presentation time limits and the time extension request process in the Procedure Bylaw.

Should Council adopt the proposed amendments as presented, the public hearing presentation time limits and time extension request process will be in effect for the public hearings scheduled for the May 12, 2026 Council Meeting.

ADMINISTRATION’S RECOMMENDATION

- THAT Bylaw C-8742-2026 be given first reading.
- THAT Bylaw C-8742-2026 be given second reading.
- THAT Bylaw C-8742-2026 be considered for third reading.
- THAT Bylaw C-8742-2026 be given third and final reading.

BACKGROUND

Council adopted the current Procedure Bylaw on October 22, 2024, which reduced the Applicant’s presentation time from 20 minutes to 10 minutes and the rebuttal time from 10 minutes to 5 minutes. While Council retains the discretion to extend these time limits by resolution, experience has shown an increase in extension requests, which can interrupt proceedings and reduce overall efficiency.

Public hearings are intended to be conducted in an organized, efficient, and respectful manner, while ensuring all participants have a fair and consistent opportunity to present their submissions. Clear and predictable procedures are essential to maintaining this balance, supporting effective agenda management, and reducing the need for ad hoc decisions during hearings.

In response, Administration has prepared amendments to the Procedure Bylaw (Attachment ‘A’) that would increase the Applicant’s presentation time to 20 minutes and rebuttal time to 10 minutes. The amendments also clarify that “Applicant” includes the Applicant, landowner, and any supporting professionals, with the allotted time shared collectively among them. In addition, a more structured approach to time extensions is proposed, limiting both Applicants and members of the public to a single extension request, at the discretion of the Chair, within defined time limits.



## Proposed Amendments to the Procedure Bylaw – Public Hearing Presentation Time and Time Extension Process

These changes are intended to improve transparency, enhance procedural consistency, and support a fair and efficient public hearing process. Council has the authority to establish such procedures under section 230(3) of the *Municipal Government Act*. If adopted, the amendments would take effect for public hearings scheduled for the May 12, 2026 Council Meeting.

### ANALYSIS

The proposed amendments provide a balanced approach by increasing base speaking times while introducing clear limits on extensions, which is expected to improve the overall flow and predictability of public hearings. The changes support procedural fairness by ensuring participants have adequate opportunity to present, while also maintaining Council’s ability to manage meetings efficiently. Administration has no concerns with implementing these changes and anticipates they can be incorporated into current processes without operational impacts.

### COMMUNICATIONS / ENGAGEMENT

The changes will be communicated to the public by updating the County’s website to reflect the revised speaking times and extension provisions.

### IMPLICATIONS

There are no significant implications to highlight for Council’s consideration.

### STRATEGIC ALIGNMENT

| Key Performance Indicators |  | Strategic Alignment  |
|----------------------------|--|--|
| Effective Service Delivery | SD3: Citizens are satisfied with Public Engagement opportunities and availability of information | SD3.2: Citizens satisfied with the public engagement opportunities provided by the County            |
|                            |  | These changes support Council’s goal of improving public satisfaction with engagement opportunities. |

### ALTERNATE DIRECTION

Administration does not have an alternate direction for Council’s consideration.

### ATTACHMENTS

Attachment A: Bylaw C-8742-2026

### APPROVALS

|                               |   |
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| Manager:                      | Tyler Andreasen, Manager, Legislative Services  |
| Executive Director/Director:  | Reegan McCullough, Chief Administrative Officer |
| Chief Administrative Officer: | Reegan McCullough, Chief Administrative Officer |

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