

GUIDELINES FOR PUBLIC HEARING  
PRESENTATIONS

COU.21

Date Policy Adopted: October 6, 2008

Council Resolution Number: 08/858

Context

Public hearings may be required by the Local Government Act to provide an opportunity for those members of the public who may be affected by the bylaws to ask questions and / or provide verbal or written comments on official community plans and zoning bylaws.

In order for this process to be conducted in a fair and equitable manner, council may choose to implement reasonable guidelines.

Everyone wishing to speak will receive an opportunity to do so. There is no limit on the number of speakers, or on the ability for any one individual to speak, provided that the policy guidelines are adhered to.

Guidelines

In order that fair and equitable opportunities are provided to those who wish to speak at a public hearing, council adopts the following guidelines.

1. Speakers will be limited to 12 minutes, per turn.

Speakers who have not completed their presentations within the allotted time will be provided additional opportunities to speak after all those who have not yet been heard.

If a speakers list is in effect (see article 2), a person wishing to speak again must re-register their name at the end of the list, and will be recalled in the order of the list.

2. When it is anticipated that a large number of speakers wish to speak, council may determine that a speakers list will be implemented.

People who wish to speak will place their names on the speakers list provided, and will be called in the order that their names appear on the list.

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Pre-registration for the speakers list is not permitted. Names will be placed on the list on a “first come, first served” basis.

Yielding a spot on the speakers list to another speaker is not permitted.

3. Speakers should address their comments and questions to the bylaw(s) under consideration.

While the speaker will be afforded some opportunity to create the context for their comments, the chair may exercise its discretion to determine if the speaker is on topic.

If, after a reasonable warning from the chair, the chair determines that:

- (a) the speaker is still not on topic, or
- (b) is being repetitive

the chair may require the speaker to address the bylaw under consideration raising new points, or yield the microphone to the next speaker.

4. If the chair determines that a speaker is filibustering, the chair will require the speaker to yield the microphone to the next speaker.
5. Providing that speakers are making new points that have not previously been made by that speaker, the public hearing will continue until all those who wish to speak to the bylaw have been heard.
6. All decisions of the chair are final.