

Speaking at a Public Hearing:

Frequently-Asked Questions



City of Richmond

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City of Richmond

City Clerk's Office

www.richmond.ca

Can I make a presentation or make comments at the Public Hearing?

Yes. Anyone who believes they are affected by an item on the agenda may express their views at the Public Hearing.

How do I know when to speak up?

For each agenda item, the Mayor will call for "submissions from the floor." When this happens, the Mayor will address the audience and ask whether there is anyone present who wishes to address Council on this matter.

The usual format for each agenda item is as follows:

- the item is introduced by the City Clerk by stating the site address, the name of the applicant, and by providing a general description of the purpose of the bylaw
- next, the applicant is given an opportunity to make a presentation
- written submissions are then acknowledged and summarized by the City Clerk, and finally
- the Mayor calls for "submissions from the floor" - this is your opportunity to express your opinion.

If you wish to speak, simply raise your hand and you will be acknowledged and asked to come forward to sit down at the microphone. Please start by stating your name and address and then proceed with your comments.

How long can I speak?

A ten minute time limit is in effect for people who wish to speak at a Public Hearing. A further three minutes is permitted to those wishing to speak a second time on new information, provided that all members of the public who are present have had an opportunity to speak once.

How do I know when a particular item will be discussed?

The order of items to be discussed is shown on the agenda, copies of which are available at the entrance to the Council Chambers (printed on bright yellow paper). If you have any questions about the agenda, feel free to ask the City Clerk or the Recording Secretary before the meeting.

What happens after everyone has spoken?

Once everyone has spoken on a particular agenda item, the Public Hearing for that bylaw or proposal is technically over, which means that Council is not permitted to hear any more presentations from the public or from the applicant.

Next, Council considers the bylaw or proposal and decides whether to advance the bylaw or not. Once a decision has been reached on that item, then the next item is introduced by the City Clerk and the process, as described above, repeats again.

For further information, please contact:

City Clerk's Office
City of Richmond
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