

Public Hearing Guide

Under *The Planning and Development Act, 2007*, a Public Hearing is required as part of the process for certain land use applications. In Saskatchewan, the purpose of a Public Hearing for a Discretionary Use Application is to provide Council with relevant information and input from affected parties to assist in making a fair, transparent, and informed decision.

Council invites written submissions and welcomes those in attendance at the Public Hearing to speak to the application under consideration. Written or verbal submissions may express support, opposition, or specific concerns regarding the application. In evaluating these submissions, Council should carefully consider the reasons provided.

A Public Hearing is **not** intended as a public relations exercise for Council to justify or promote an application, answer general questions, or convince the public to agree. To do so would suggest that Council has pre-judged the matter, denying the public a fair hearing.

No decisions are made during a Public Hearing. Council will take all verbal and written submissions under advisement and make a decision at a subsequent **Meeting of Council**.

PRIVACY STATEMENT

Personal information collected through written or verbal submissions relating to the Public Hearing is collected for the purpose of receiving public participation in municipal decision-making. Your name, land location or civic address, written and verbal submissions will become part of permanent record.

Public Hearing Process

- The hearing will be open to the public and held before Council.
 - The **Chairperson** formally opens the hearing at the time specified in the public notice.
 - The Chairperson identifies the purpose of the hearing and provides a summary of the application.
 - The **applicant** will be given up to **15 minutes** to speak to their application.
 - **Verbal submissions** from the public will be limited to **10 minutes** each.
 - The Chairperson will invite those who wish to speak. Registered speakers will be heard in turn.
 - **Minutes** of the hearing will summarize verbal presentations.
 - **Written submissions** will be provided to Council as part of the hearing package and *may not* be read aloud at the hearing.
 - Before adjournment the Chairperson will ask for any final submissions.
 - If the hearing extends beyond a reasonable time, Council may suspend the hearing and reconvene at a later date.
 - No decision will be made during the Public Hearing. Council will take all verbal and written comments under advisement and make a decision at a subsequent **Meeting of Council**.
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When Entering

All attendees will be asked to register their **name and land location or civic address** upon arrival. At that time, you will be asked whether you wish to speak during the hearing. This process allows the facilitators and Chairperson to manage the hearing efficiently.

If uncertain, there will be an opportunity prior to the end of the hearing to make a final request to speak.

During the Public Hearing

Participants are asked to observe the following conduct:

- **Arrive on time:** Be present before the hearing begins.
 - If entering once the hearing has begun, please enter quietly to ensure you do not disrupt any speakers.
 - **Be respectful:** Conduct yourself in a polite and dignified manner, showing courtesy to the Chairperson, Council members, other attendees, and staff. Inappropriate behavior may result in removal from the public hearing.
 - **Maintain quiet:** Avoid speaking out of turn, making noise or disrupting the proceedings.
 - **No recording audio or video or taking photos** during the public hearing in accordance with Bylaw 9-2025.
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Speaking Guidelines

- Each speaker will be allowed a maximum of **10 minutes**. A timer will be running and a warning will be provided with 30 seconds remaining (if required).
 - Individuals may not yield their time to another speaker.
 - Each individual is limited to one verbal submission.
 - Approach the presentation area, if there is a microphone speak clearly into it and **state your full name and land location or civic address**.
 - Remain respectful and on topic.
 - At the discretion of the **Chairperson, any member of Council**, or other **designated facilitators**, any individual who is speaking inappropriately, using offensive language, or otherwise disrupting the proceedings may be asked to stop speaking and be seated.
 - If inappropriate behavior continues, you may be removed.
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Written Submissions

Written submissions must be received at the RM Office by the date and time stated in the public notice. Submissions must include **name, address, and contact information**. Written submissions can be mailed to 1633 1st Ave NE, Weyburn, SK, S4H 3E7, in-person during office hours, or by email to rm.67@sasktel.net or development@rmweyburn.ca.

Written submissions will be provided to Council as part of the Public Hearing package and may not be read aloud during the hearing.