



## Checklist for participating in a public hearing

This checklist is intended for interveners who have submitted an intervention during the public comment period and intend to participate in a public hearing.

Members of the public intending to speak at a public hearing do not participate in pre-hearing activities. These non-party participants may simply sign in at a public hearing.

- ☐ Create a [Waterline](https://www.yukonwaterboard.ca/submit-interventions) account and set preferences for email notifications. Learn more at [yukonwaterboard.ca/submit-interventions](https://www.yukonwaterboard.ca/submit-interventions).
- ☐ [Contact the Secretariat](#) indicating your intent to represent at the proceeding's public hearing prior to the deadline specified in the advertised notice of public hearing.
- ☐ *(optional)* [Contact the Secretariat](#) with your request for a language interpreter or a sign language interpreter.
- ☐ *(optional)* Attend the Administrative Pre-hearing Conference.
- ☐ Review the time, location, schedule and scope of public hearing provided by the Secretariat.
- ☐ Prepare to present a summary of your intervention; respond to questions from parties, the Board and the Secretariat; and make a closing statement at the public hearing. No new information, beyond what has been submitted in your intervention, should be included in these presentations. \*
- ☐ [Provide to the Secretariat](#) any visual aid to be used when you present the summary of your intervention at the public hearing.
- ☐ At the public hearing at the time prescribed by the Chairperson, ask questions of the applicant, licensee or claimant regarding their summary and response to interventions.
- ☐ At the public hearing at the time prescribed by the Chairperson, answer questions from the parties, Board and Secretariat regarding the summary of your intervention.

- ☐ \*If you have new information to present at the public hearing, [submit to the Secretariat](#) the new information with a written explanation including:
  - ☐ the reason the new information could not be filed by the deadline date set out in the notice of public hearing;
  - ☐ a description of the new information; and
  - ☐ an explanation as to why the new information is relevant and reliable.