



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](#) account and set preferences for email notifications. Learn more at 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.