

	CORPORATE POLICY	
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SUBJECT: Interim Public Hearing Speaking Accommodation Policy		
PREPARED BY: Legislative Services		
AUTHORIZED BY: City Manager		
EFFECTIVE DATE: December 9, 2019	REVISION DATE:	
REVIEW FREQUENCY: 1 year		

A. PURPOSE

The purpose of this Policy is to establish an interim Policy to enable accessibility accommodations for persons wishing to speak at public hearings. This Policy is established on an interim basis pending consideration of the 2020 Strategic Plan Item "Receive Video Submissions to Public Hearings and Request to Address Council"

B. APPLICATION

This Policy will be applied at the discretion of the City Clerk, or designate when a formal request is made to the City from a member of the public who cannot attend City Hall as a result of circumstances related to accessibility.

C. POLICY STATEMENTS

1. Upon receiving a request, the City Clerk or designate is authorized to permit an individual the following options to make a representation at a public hearing:
 - a) Subject to the technological capacity of the City at that time and with 48 hours advance notice to the City, the individual may be permitted to connect by telephone or other electronic means to read or have another person on their behalf, read the submission.
 - b) Submit a written request to Legislative Services by 4pm on the day of the public hearing with a request that city staff read aloud the written submission during the public hearing.
2. The Provisions of the Public Hearing Speaking Policy apply to all submissions received or made under this Policy.

D. PROCEDURES

1. Submissions under section 1 of this Policy shall be made at the beginning of the public hearing for the item on which the individual wishes to make the representation to Council.

E. REVISION HISTORY