

## **City Council Public Hearing Information**

### **Request to Speak**

If you wish to address Council at the public hearing, you may register to speak with the Office of the City Clerk up to 11 a.m. on the day of the meeting as follows:

- By Request to Speak form – [www.edmonton.ca/meetings](http://www.edmonton.ca/meetings) (scroll to end of page)
- By e-mail – [city.clerk@edmonton.ca](mailto:city.clerk@edmonton.ca)
- By phone - 496-8178
- By fax – 497-8175
- In person – Office of the City Clerk, 3<sup>rd</sup> floor, City Hall

Provide your name, organization, address, phone number, e-mail, and whether you are in favour or opposed to the bylaw. You may also register on the day of the meeting at the entrance to Council Chamber fifteen minutes prior to the start of the time block.

### **Agendas and Bylaw Reports**

- The agenda for public hearings, with attached bylaws and reports, is available on the website [www.edmonton.ca/meetings](http://www.edmonton.ca/meetings) or at the Office of the City Clerk on the Thursday afternoon three weeks prior to the meeting.

### **City Council Public Hearing procedures**

- Bylaws are grouped within time blocks, usually 1:30 p.m., 2 p.m., 3:45 p.m. or 7 p.m.
- At the start of the time block, the City Clerk will call the bylaws scheduled for that time. Occasionally, Council may still be dealing with bylaws scheduled for the previous time, and the calling of the bylaws in the next time block may be delayed.
- The Mayor will call the names of those registered to speak to each bylaw. Please stand and identify yourself when called.
- Administration will give an overview, followed by those who wish to speak in favour, and then those opposed to the bylaw.
- Each speaker has up to five minutes to make a presentation to Council. The red light on the podium will indicate the end of five minutes.
- When you are finished, please remain at the podium as Council may wish to ask you questions.
- After all speakers on the bylaw have been heard, Council may ask questions of Administration.
- The Mayor will then ask if there is anyone who wishes to respond to any new information that has been introduced as part of the discussion on the bylaw.
- Thereafter, Council will close the public hearing and debate the bylaw.

### **Handouts and PowerPoint Presentations**

- If you wish to provide handouts to Council, please bring 20 copies and hand them to the Clerk for distribution to Councillors.
- If you wish to present a PowerPoint slide show, or other media, please contact the Office of the City Clerk prior to the day of the meeting to make arrangements.

If you have any questions regarding the bylaw, please call the Planning and Development Department at 496-6194. If you have any questions regarding registering to speak or meeting procedures, please call the Office of the City Clerk on 496-8178.