



# QUICK GUIDE Land Use Statutory Public Hearing

Edmonton

## How Can I Attend a Statutory Public Hearing?

All Edmontonians are welcome to attend public hearings and speak directly with City Council on a specific bylaw.

To start, **check when a bylaw is being discussed:**

- + Agendas for public hearings are typically posted on the City of Edmonton's website at least 2.5 weeks before the actual meeting date.
- + Visit [edmonton.ca/meetings](https://edmonton.ca/meetings) and scroll down to the Agendas and Minutes section.
- + Select the City Council Public Hearing event tab to view the agenda for an upcoming public hearing.
- + Review the agenda to confirm your item is scheduled for the next public hearing and write down the item's agenda number.

Then, **register to speak at a public hearing.**

There are a number of ways to register:

- + **Online:** Visit [edmonton.ca/meetings](https://edmonton.ca/meetings) and scroll to the Request to Speak tile. Select, then fill out the associated form.
- + **In-Person:** Register on the day of the meeting at the entrance to Council Chambers (2nd Floor) 15 minutes prior to the start of the public hearing.
- + **By Phone:** Call 780-496-8178 from 8am – 4:30pm, Monday through Friday, excluding statutory holidays.
- + **By Email:** Email the City Clerk at [city.clerk@edmonton.ca](mailto:city.clerk@edmonton.ca).

With each method, you'll need to provide your name, organization (if applicable), address, phone number, email, the item's agenda number and whether you are in favour or opposed to the item.

## What Can I Expect at a Statutory Public Hearing?

- At the start of a public hearing, the City Clerk will call the bylaws scheduled for that day.
- The chair will state the total number of speakers registered in favour and in opposition for each bylaw.
- Councillors will select items for debate.
- For those items selected, the chair will call the names of those registered to speak to each item. In-person and remote speakers in attendance will identify themselves when called. Administration will then give an overview of the proposed bylaw and their recommendation.
- The public then has the opportunity to speak starting with those in favor, followed by those opposed to the item, alternating in panels between in favour and opposed, until all speakers have been heard from.
- Each speaker has up to five minutes to make a presentation to City Council, and the speakers will be heard in the order that they registered, subject to the discretion of the chair.
- When you are finished, please remain in place as councillors may wish to ask you or anyone else who spoke in your panel questions.
- After all speakers on the item have been heard, councillors may ask Administration questions.
- The chair will then invite councillors to ask questions of clarification, if any, to speaker in response to information provided during the public hearing.
- Once all questions have been asked and answered, councillors will vote in favour of or in opposition to the item. They may also make a motion directing Administration to make adjustments to, or do additional work, on the item and potentially return to a future public hearing.

## Attending in Person

### WHERE DO I SIT?

Attending a public hearing in person can seem intimidating or daunting. Here's a quick scan of the meeting room, where people sit and what their roles are.

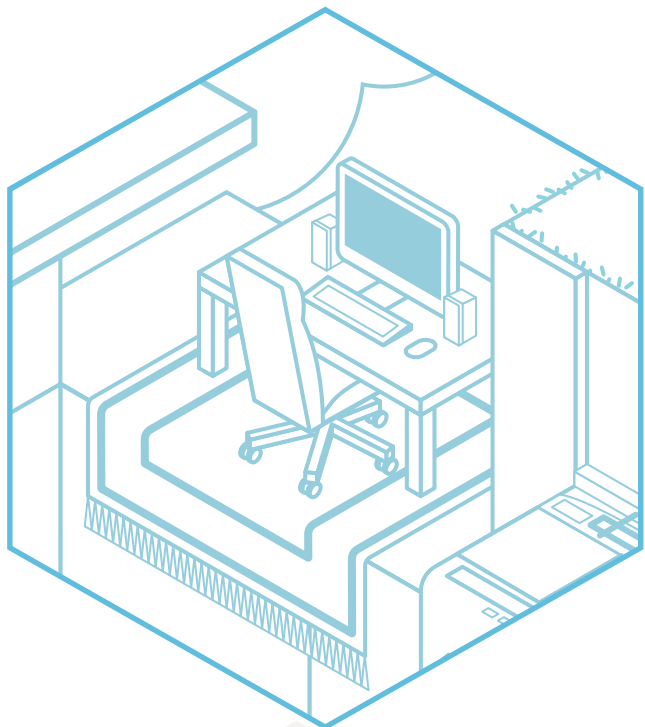
1. This is where the Mayor and councillors sit. The Mayor chairs the public hearing, and ensures that the Agenda is upheld and that speakers have a chance to present.
2. City Clerk provides procedural support throughout the meeting.
3. Administration presents on bylaws and answers City Council's questions.
4. This is where speakers come to speak in favour of or opposition to an item and answer questions.
5. Edmontonians can attend any public hearing and listen as part of the audience.



## Attending Virtually

### WHAT DO I NEED TO KNOW?

- + You can attend a Public Hearing online using a computer, laptop, tablet or smartphone through Google Meet (you will need to download the Google Meet app).
- + You will want to ensure your device has a speaker to hear the session and a microphone to participate, you may also want to use a camera to present.
- + After registering to speak, City Clerks will email you a Google Meet invitation for the hearing date and time around noon the day before the meeting.
- + Once in the meeting, click "Join Now" to enter the meeting. Please turn off your microphone when you are not presenting.



For more information on the Public Hearing process, download the [\*\*Public Hearing Playbook: Land Use Statutory Public Hearing.\*\*](#)