

# HOW TO SPEAK AT CITY COUNCIL STEP-BY-STEP GUIDE

Community Leagues across Edmonton can shape where we live by influencing City Council decisions. To do so effectively means speaking at council meetings. Here's how to get started.

## 1 REGISTER



- Find the [meeting date](#).
- Find the agenda and the item you're interested in speaking about.
- Read any attached reports.
- [Register to speak](#) with the City Clerk.
- If you wish to make a presentation, that presentation must be shared with the City Clerk's office more than 24 hours before the council meeting.
- [Watch this video](#) to learn more.

- Be prepared to invest your time. There's no way around it.
- For each item, the City's administration will present an overview to start the discussion. Anyone registered will then be asked to speak, in an order agreed upon at the meeting.
- Each person will have five minutes to speak. The Clerk will run a timer. In person, lights at the podium will turn yellow when there is one minute remaining.
- Once speakers have made presentations, City Council may ask the presenters questions – so stick around.

## 2 PREPARE

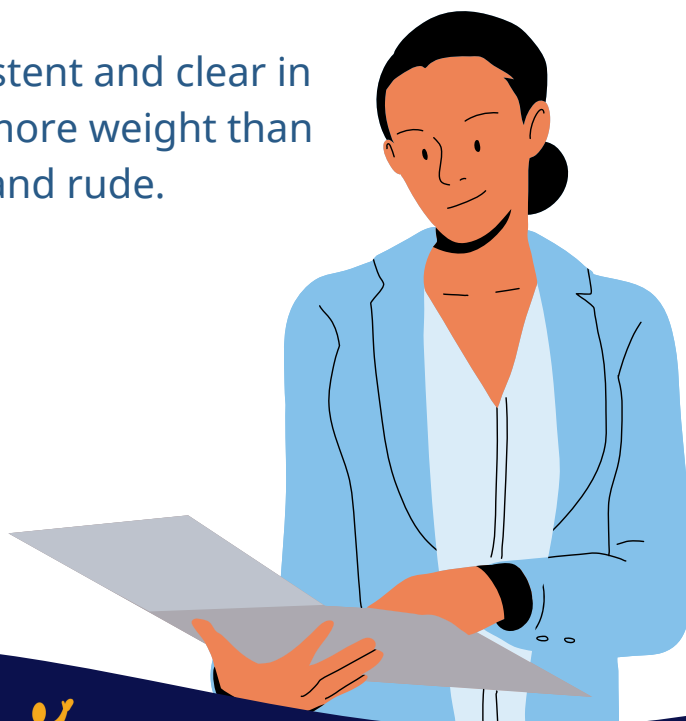


## 3 REMEMBER

- **Your voice is important**
- Aside from the time, we'll help your voice resonate with some tips on clarifying your spoken presentation

- **Delivery is important.** Speaking politely and professionally doesn't indicate you don't mean business.
- Being organized, persistent and clear in your message carries more weight than being confrontational and rude.

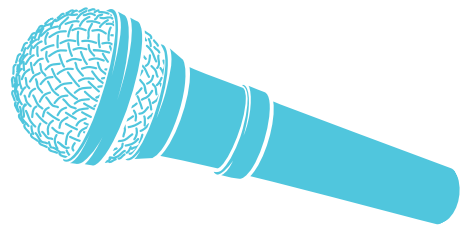
## 4 TONE



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- A good start may be:  
“Good afternoon Mayor,  
City Council members and  
staff. My name is X and I  
live in X. I’ve come here to  
talk about X.”

## 5 INTRODUCTION



## 6 ARGUMENT

You need one. Summarize its main points. What do you need to clearly and precisely convey to Council?  
Start by answering these questions:

- Why does this matter to you?
- What do you think Council should do about it?
- What do you think Council should not do about it?
- What might Council not have thought of on this issue?

- Referencing existing City plans and policies will strengthen your argument and demonstrate that you have a good understanding of the issue.
- Find them [HERE](#).

## 7 LINK



## 8 REPEAT

- Be clear and as specific as possible.
- Close by repeating your main argument.
- How should Council address the issue and what are the actions they can take?

Councillors may want to ask questions. Here are a few common questions to expect:

- If you’re representing your League, councillors will want to know what engagement you have done to speak on this issue.
- Councillors often want to know: What would you do if you were in their position?

## 9 SUPPORT

