



# CITY OF HALTON CITY COUNCIL MEETING

## WELCOME

If you wish to address the City Council, a ***Speaker's Request Form*** must be filled out and given to the City Secretary prior to the start of the meeting. Please follow the suggestions listed below:

1. Please provide the required information in order that the Mayor may recognize you promptly at the appropriate time on the agenda.
2. Please state your full name and address when you begin your remarks in order that the official minutes will record your appearance before the City Council.
3. Please make sure that your comments are directed towards the Presiding Officer rather than individual Councilmembers or Staff. All speakers must limit their comments to the subject matter as listed and must refrain from using any profane language or personal attacks toward any individual.
4. Items posted as a Public Hearing will be addressed at that time.

Thank you for your cooperation.

### SPEAKER'S REQUEST FORM FOR APPEARANCE BEFORE CITY COUNCIL

**Date:** \_\_\_\_\_ **Agenda Item No.** \_\_\_\_\_

Is the matter you wish to discuss on the agenda? Yes \_\_\_\_\_ No \_\_\_\_\_

**Subject:** \_\_\_\_\_ For \_\_\_\_\_ Against \_\_\_\_\_

**Consent Agenda** Yes \_\_\_\_\_ No \_\_\_\_\_

**Remove from Consent Agenda** Yes \_\_\_\_\_ No \_\_\_\_\_

Name of Speaker: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

With a timely submitted Speaker's Request Form, presentations on posted agenda items or non-agenda items are allowed for two (2) minutes. Without a timely Speaker's Request Form, presentation are limited to one (1) minute. Speakers for a Public Hearing are limited to three (3) minutes. Speakers requiring the assistance of a translator shall be provided twice the time above. All speakers must limit their comments to the specified subject matter as noted on this Speaker's Request Form and must refrain from personal attacks towards any individual. Presentations are limited to five (5) minutes for a representative of an organized group of five or more individuals present in the Council Chambers. (Ordinance No. O-2019-023-01).