

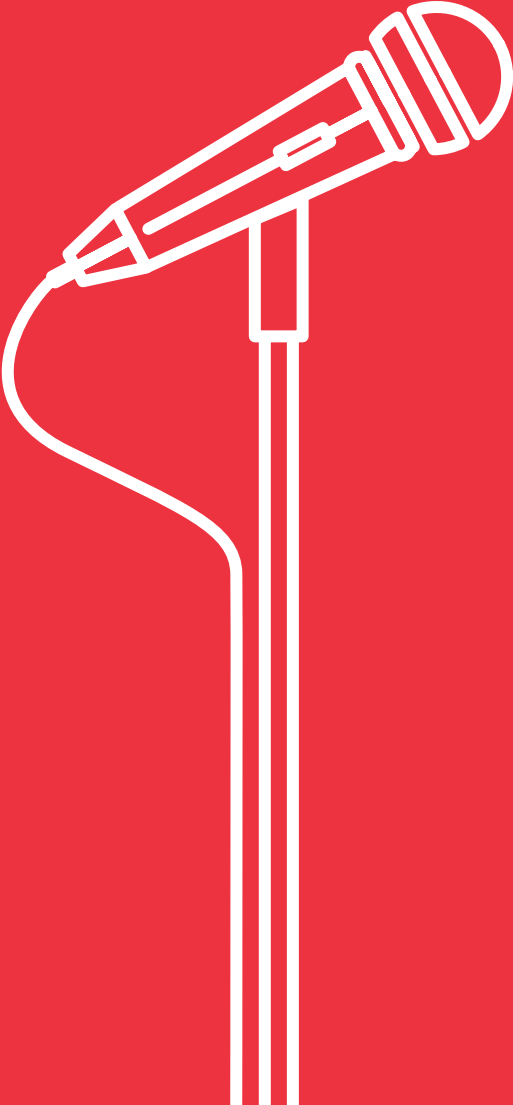
Public question period at the
Montréal City Council and
the Agglomeration Council

HOW TO PARTICIPATE?



Montréal 

WELCOME TO THE CITIZENS' HOUSE

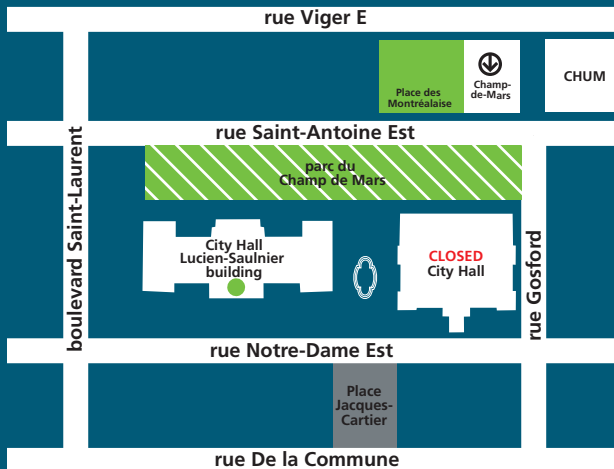


Since 1980, the citizens of Montréal can submit questions in writing to the officials they have elected to represent them. As of 1986, they can do it in person in the Council Chamber. Montréal was the first city in the province of Québec to allow these interventions. Since then, all cities in Québec have this obligation.

Anyone can attend or ask a question at the City Council and the Agglomeration Council, regardless of their age, place of residence, gender or nationality. The staff at the City Hall and many services (see pages 10-11) are available to facilitate your participation in Montréal's democratic life.

STEPS TO FOLLOW

1



 155, rue Notre-Dame Est
Ground floor
Montréal (Québec) H2Y 1B5

REGISTER FOR THE DRAW AT CITY HALL



On the day of the council, go to City Hall, in the Lucien-Saulnier building at 155, rue Notre-Dame Est between 5 pm and 6:30 pm to register for the draw and obtain a number.

Upon your arrival, members of the security team will conduct a physical search. Once that step has been cleared, follow the directions to the Salon Jeanne-Mance, located on the 1st floor, register for the draw, obtain a number and provide the following information:

- your last name and first name;
- the organization you represent, if such is the case;
- the council member to whom the question is addressed;
- the topic of your question.

This number helps determine the order in which those present will ask their question. At 6:30 pm, a member of the Service du greffe will conduct the draw. Make sure you are on site to keep your speaking rights.

2

REGISTER YOUR QUESTION

When your number is drawn, go to the registration table with your ID.

You will receive a badge with your name and you will have to wear it at all times.

Then, follow the directions to the hall of honour located on the 1st floor and wait for your turn to ask your question.

Screens will broadcast the council session live in the hall of honour.

ID card needed

As your speaking right is non transferable, a valid photo ID card will be requested at each step.

3

ASK YOUR QUESTION

Pay attention to the staff's instructions! When your turn to speak comes, staff will direct you to the 2nd floor, in front of the door of the council chamber. You will stay there until you are invited to enter the council chamber and ask your question.



You have 1 minute and 30 seconds to put in context and ask your question. You can also ask a second additional question to clarify the answer you received: you have 1 minute to do so.

When the person chairing the council meeting announces your name, go to the lectern and ask your question. Do not forget to address the person chairing the Council meeting. You can begin your remarks with "Madam Speaker (or Mr. Speaker), I would like to ask a question..."

At the end of the exchange, you will return to the Hall of Honour in order to leave or to attend the rest of the council.

Thank you for participating in Montréal's democracy!

GOOD TO KNOW

You can take the time to write your question in order to read it out loud.

- Keep in mind that your goal is to get an answer. Your remarks should always be used to advance the debate. You cannot argue, engage in debate, express an opinion, make assumptions, or suggest in your question the answer you expect. Some unparliamentary language is out of order (e.g. "contempt," "conspiracy," "arrogant").
- Note that up to 3 questions on the same subject can be asked. This rule is intended to allow as many people as possible to ask their question. If you have not been able to ask your question, you can submit it in writing.
- The person chairing the meeting may withdraw your right to speak at any time by muting your microphone if you do not follow instructions. This person may also ask you to leave the Council Chamber if you interfere with the smooth running of the council and you disturb the order or if you use violent, hurtful or disrespectful speech.
- You may not be able to ask your question: on average, 20 to 25 people have the time to ask their question at each session of the councils.

TRANSMIT YOUR QUESTION IN WRITING

If you cannot ask your question or if you cannot go to the Montréal City Hall in person, you can send your question in writing to the City Clerk, Maître Yves Saindon.

Your question will be forwarded to the appropriate elected official who can then reply to it.

Please indicate the following:

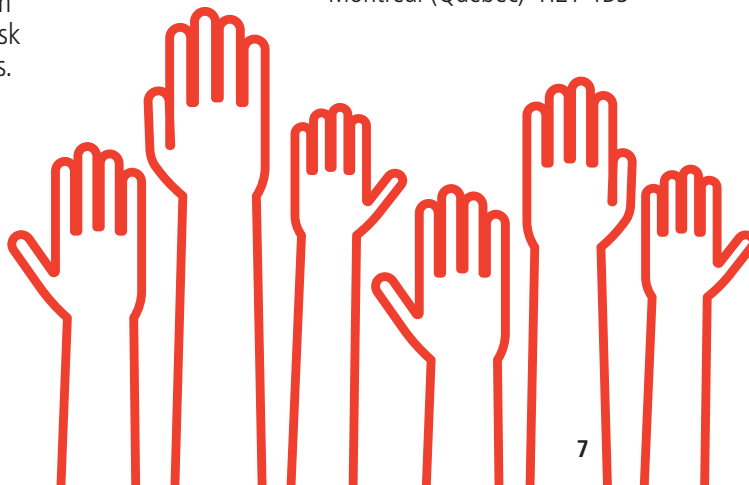
- the name of the council member to whom your question is addressed;
- your question;
- your name;
- your contact details (address and daytime phone number)



Maître Yves Saindon
City Clerk

Email: ysaindon@ville.montreal.qc.ca

Mail: 155, rue Notre-Dame Est
Rez-de-chaussée
Montréal (Québec) H2Y 1B5



SCHEDULES OF COUNCILS AND OF THE QUESTION PERIOD



Sessions begin at the times indicated below and end once all items on the agenda have been addressed. If necessary, the City Council meeting may be extended on Tuesday.

The question period is 60 minutes long at the City Council and may be extended for 30 minutes by council members. If the council continues the next morning, the question period is 30 minutes long and can be extended by 15 minutes by council members. At the Agglomeration Council, the question period lasts 30 minutes and can be extended by 15 minutes by council members.

- * These hours may vary: the sessions end once all the items on the agenda have been dealt with.
- ** It is always possible to register after the draw. Your turn will come after those who participated in it.

The annual calendars of the councils' sessions can be found on the City's website: ville.montreal.qc.ca/citycouncil

		CITY COUNCIL		AGGLOMERATION COUNCIL
		Monday	Tuesday (if extended)	Thursday evening
Session		1 pm to 10 pm * (break from 5 pm to 7 pm)	9:30 am to 10 pm (break from 12:30 pm to 2 pm and from 5 pm to 7 pm)	5 pm to 6:30 pm *
REGISTRATION PROCESS FOR QUESTION PERIOD	Registration for the draw	5 pm to 6:30 pm	8:30 to 9 am	3 pm to 4:30 pm
	Assistance for persons with reduced mobility	5 pm to 6:30 pm	8:30 am to 8:50 am	3 pm to 4:20 pm
	Draw	6:30 pm	9 am	4:30 pm
	Question period	7 pm to 8 pm (possibility of a 30 minute extension)	9:30 to 10 am (possibility of a 15 minute extension)	5 pm to 5:30 pm (possibility of a 15 minute extension)
	End of registration for the question period **	7 pm	9:30 am	5 pm
Drop-in daycare		5 pm to 10 pm (8:30 pm if no child is present)	8:30 am until the end of the session (or 10:30 am if no child is present)	Service unavailable

SERVICES AT YOUR DISPOSAL

FAMILY ROOM

The City Hall is a member of the Nourri-Source Montréal milk route. A breastfeeding room is available to mothers on the ground floor of the City Hall. There are armchairs, tables, a sleeping area, a microwave and a changing table. In order to allow the elected officials and citizens to follow the work of the municipal council, a laptop computer broadcasting the debates is installed during the sessions.

DROP-IN DAYCARE

A temporary drop-in daycare is located on the City Hall's ground floor during the City Council sessions. The service is available free of charge and without reservation. Bilingual (French and English) early childhood specialists will care for children aged 1 to 12 years old.



The drop-in daycare is open during City Council meetings, Mondays from 5 pm to 10 pm (8:30 pm if no child is present), and Tuesdays, from 8:30 am until the end of the session (or 10:30 am if no child is present), in case the council's meeting is extended.

To take advantage of this service, fill out the form provided at the entrance to the City Hall to register your child. The staff at the drop-in daycare will ensure the well-being of your child by offering fun activities on the theme of discovery of Montréal. The drop-in daycare has a play area next to the family room and a rest area inside the latter. You must provide food, diapers, creams and blankets, as needed.

WEBCASTING OF THE COUNCILS

You can follow the debates live wherever you are thanks to the webcast: ville.montreal.qc.ca/citycouncil.

Videos clips of the councils are also archived to allow for later viewing. In 2018, the webcast of the Agglomeration Council and of the committees was added.

PERSONS WITH REDUCED MOBILITY

Assistance is available for persons with reduced mobility. Do not hesitate to inform us if necessary.

GENERAL INFORMATION



STRUCTURE OF THE COUNCILS

At the City Council, the 65 officials elected by the citizens debate, among other things, the awarding of city contracts, by-laws and the budget. Then, they adopt them.

The Agglomeration Council brings together 16 people elected from the City of Montréal and 15 from connected cities. It is the body that manages issues regarding the entire Island of Montréal.

The Service du greffe is the unit primarily responsible for coordinating the public question period.

BOROUGH COUNCIL

Did you know that you can also ask questions during the question period of your borough council?

The boroughs provide direct services to the public in various fields, such as garbage collection, snow removal and street cleaning, sports and recreational services and many others.

Find out more on your borough's web page!

WHY ASK A QUESTION?

By addressing the elected officials of the City of Montréal, you can give more visibility to a cause that you care about.

The question period is also an opportunity to get answers to technical questions about municipal life and to introduce new ideas.

FOR YOUR SAFETY

The City Hall is and must remain the House of citizens. In order to protect the people who frequent it, security measures are necessary. Security is optimised with the aim of always respecting citizens' participation.

INFORMATION

Service du greffe

155, rue Notre-Dame Est
Ground floor
Montréal (Québec) H2Y 1B5

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