

Public Hearing on Land Use Matters:

During Public Hearings of Council the Mayor will:

Introduce the items on the Agenda, in the order established by Council.

Call upon the following to speak, in the order designated:

- the Administration
- persons IN FAVOUR
- persons IN OPPOSITION
- Administration returns to podium

When requested by the Mayor to address Council, you should:

- Come forward to podium
- Speak directly into the microphone
- Introduce yourself and spell your name
- Address the Mayor as “Your Worship”

A public Agenda is available at every meeting, free of charge on the day of the meeting. A complete version of the Agenda material may be obtained prior to the meeting day, through the Records Section of the City Clerk’s office for a nominal processing fee, per page. The Records Section is located on the Main Floor of the Administration Building.

For those with internet access, a complete agenda is available generally 3 to 4 days before the meeting by visiting: www.calgary.ca then clicking on *Council*, and clicking on *Council Agendas & Minutes*.

Council and its Committees have the right to change the order of the Agenda, therefore, the items will not necessarily be considered in the same order as published on the Agenda index page.

AUDIO VISUAL EQUIPMENT

Audio visual equipment is available for use in the Committee Rooms and the Council Chamber as follows:

- Document Viewer (for transparencies or hard copy materials)
- Connection for laptop computers
- WI-FI available during meetings

LOCATION OF COUNCIL CHAMBER AND COMMITTEE ROOMS

MUNICIPAL BUILDING, PLAZA LEVEL:

- Council Chamber

HISTORIC CITY HALL:

First Floor:

- Engineering Traditions committee Room

Fourth Floor:

- Legal Traditions Committee Room; and
- Gerald J. Maier Committee Room

For further information on meeting processes and procedures contact:

City Clerk’s Office, Legislative Service Division
#8007

The City of Calgary

P.O. Box 2100, Station “M”

Calgary, Alberta T2P 2M5

Tel: (403) 268-5861

Fax: (403) 268-2362

E-mail: cityclerk@calgary.ca



THE CITY OF
CALGARY
CITY CLERK’S OFFICE

COMMUNICATING WITH CALGARY CITY COUNCIL AND ITS COMMITTEES

Calgary City Council is interested in what you have to say. You can reach City Council by:

WRITING TO YOUR COUNCILLOR

This is the surest, most effective way for you to get a response from City Council. Communications are answered promptly by the Council Members or appropriate City staff.

Mail, fax or submit letters/forms to:

The City of Calgary
Councillors Offices (8001)
P.O. Box 2100, Station "M"
Calgary, Alberta T2P 2M5
Tel: (403)268-2430
Fax: (403)268-8091/3823

www.calgary.ca/councillors and fill out Contact your Ward Councillor, or General Contact Form.

WRITING TO THE CITY CLERK

Correspondence received by the City Clerk is forwarded to the appropriate City Department for resolution. If the Department is unable to resolve the matter, a report is prepared and forwarded to the Priorities and Finance Committee for a decision on action to be taken.

Correspondence regarding a Public Hearing matter and intended for distribution to Council in their Agenda, must be received in the City Clerk's Office (address below) prior to 10 a.m. on the second Thursday prior to the Public Hearing Meeting date.

Mail, e-mail, fax letters to:
City Clerk #8007, The City of Calgary
P.O. Box 2100, Station "M"
Calgary, Alberta T2P 2M5
Email: cityclerk@calgary.ca

What is the Priorities and Finance Committee?

The Priorities and Finance Committee (PFC) is a Committee of Council consisting of the Mayor and the Chairs of the four Standing Policy Committees (SPC's), namely, Community and Protective Services, Utilities and Corporate Services, Planning and Urban Development, and Transportation and Transit.

The Priorities and Finance Committee meets generally twice per month at 9:30 a.m. in the Engineering Traditions Committee Room, First Floor, City Hall. PFC reviews communications that cannot be addressed through the Administrative process. Agenda for the PFC meeting is posted on Thursday prior to meeting on Tuesday.

Are Committee and Council Meetings Open to the Public?

Yes, all Committee and Council meetings are open to the Public and are held in City Hall and the Municipal Building. It should be noted however, that the *Municipal Government Act* allows for meetings to be held behind closed doors (in camera) in certain circumstances under Freedom of Information and Protection of Privacy Act (FOIP). In these cases, the Chair will ask non-committee members to leave the room.

A monthly listing of Committee and Council meetings is displayed on the Plaza Level of the Municipal Building and First Floor, City Hall. A copy can be obtained from the Receptionist, City Clerk's Department, First Floor, City Hall or by going to:

<http://www.calgary.ca/CA/city-clerks/Pages/Legislative-services/Boards-commissions-and-committees-of-council/Calendar>

For those with internet access, Council and SPC Agenda and Minutes are available by visiting: www.calgary.ca then clicking on Council and clicking on Council Agendas & Minutes.

Can I speak at Committees and Council Meetings?

Members of the public are permitted to speak to Agenda items at SPC Meetings and at Council's Public Hearings. A vote of Council is required for a member of the public to speak at a Regular Council Meeting.

Presentations may be made up to five minutes (excluding question and answer time).

If you wish to have written documentation distributed at a meeting, the presenter must request permission from the Chair or Mayor (whomever is presiding) at the time of his/her presentation. A minimum of 35 copies of any materials you wish to have distributed are required.

The following are the general rules of conduct when a member of the public is speaking at a Committee and/or Council meeting:

Committee:

Introduce yourself to the attending Legislative Assistant.

When invited by the Chair, come forward to speak.

Speak directly into the voice activated micro-phone.

- Introduce yourself to the Committee, spelling your name for the record
- Address the Chairman as Mr. Chair or Madam Chair, as appropriate