



COUNCIL – AGENDA REPORT

Meeting Date: 5 November 2024
Subject: New Use of Council Chambers Policy P-ADM-20-C
Directorate: City Manager

Issue:

Council is being asked to approve the new Use of Council Chambers Policy P-ADM-20-C. The City currently has no policy to guide Administration on the use of Council Chambers.

Policy / Council Direction:

On August 20, 2024, Council unanimously passed Resolution 2024-C-295 to direct Administration to draft a Council Policy regarding the use of Council Chambers that specifically states that the City of Airdrie's Council Chambers will be used only for official Council meetings, official Council committee meetings, and by Administration for internal staff meetings, staff-led workshops and City Hall tours.

Background:

The City has received requests from the public for full use of the City's Council Chambers, including the microphones, timers, presentation screens, MS Teams (for virtual attendance), as well as the kitchen area. The Chambers' equipment and IT infrastructure, which is worth approximately \$225,000, was designed for official City business. In response to the issue of public requests to use Chambers, Councillor Kolson raised the need for this new Council Policy in a Notice of Motion at Council's meeting on August 20, 2024.

Council Chambers is a dedicated meeting space, located in City Hall. Council and its committees use Chambers to hold official meetings and deliberations. This includes meetings and hearings of the City's quasi-judicial boards. Council also hosts special ceremonies in Chambers, involving Council and meetings of external committees, to which Council has appointed one or more Councillors. The space is used to hold Council strategy sessions and orientation sessions and training meetings for Councillors and Council committee members. As well, the City holds public consultation events led by consultants hired by the City, in Chambers .

Administration also organizes meetings and other events in Council Chambers. These include internal staff meetings and events and staff-led workshops and forums. Staff also uses Chambers for City Hall tours and information sessions.

In drafting this new Policy, staff reviewed the policies of Grande Prairie, Lethbridge, Medicine Hat, Red Deer, St. Albert, Edmonton and Calgary. None of these municipalities allows the public to book its Council Chambers.

Council Committee Routed Through:

N/A

Administration Recommendation:

That Council approves the new Use of Council Chambers Policy P-ADM-20-C, as presented.

Alternatives/Implications:

1. Council could choose to not approve the new Use of Council Chambers Policy P-ADM-20-C. This would mean Administration would lack Council's direction on who may book Council Chambers.
2. Council could choose to table or amend the Use of Council Chambers Policy P-ADM-20-C and direct Administration to provide more information before Council decides whether to approve the Policy. This would mean Administration would lack Council's direction on who may book Council Chambers.

Budget Implications:

N/A

Communications and Engagement:

The Use of Council Chambers Policy will be posted on the Policies page of the City website, to make the Policy available to Administration and to the general public

Recommendation:

That Council approves the new Use of Council Chambers Policy P-ADM-20-C, as presented.

Jennifer Bayly-Atkin, Senior Legislative Officer

Staff Presenter:	Jennifer Bayly-Atkin
External Presenter:	N/A
Department:	City Manager
Reviewed by:	Tammy Belsham
Attachments:	#1: Use of Council Chambers Policy P-ADM-20-C