
Policy title: Use of Council Chambers Policy

Date adopted:

Policy number: P-ADM-20-C

Effective date:

Department: City Manager

Last amended:

Purpose

- 1 This policy explains how Airdrie's City Council ("Council") and Administration may use the Council Chambers of the City of Airdrie ("City").

Scope

- 2 This policy only applies to the use of the City's Council Chambers. This policy does not apply to the use of:
 - (1) other meeting rooms in City Hall;
 - (2) other spaces in City Hall; or
 - (3) meeting rooms or spaces in any other City facility.

Permitted Uses of Council Chambers:

- 3 Council Chambers may only be used for:
 - (1) official Council meetings;
 - (2) official Council committee meetings;
 - (3) hearings of Council committees;
 - (4) special ceremonies involving Council;
 - (5) hosting a meeting of an external committee, as defined in the *Committees Bylaw B-11/2024*, as amended, to which Council has appointed one or more Councillors;
 - (6) strategy sessions, orientation sessions and training sessions for Council or for Council committees;
 - (7) public consultation events conducted by consultants hired by the City; and
 - (8) events organized by Administration including, but not limited to:
 - a) internal City staff meetings and events;
 - b) staff-led workshops;
 - c) staff-led forums; and
 - d) City Hall tours and information sessions.

- 4 Bookings to use Council Chambers for reasons listed in subsections 3(7) and 3(8) may be cancelled or rescheduled if Council Chambers is required for any purpose listed in subsections 3(1) to 3(6).

Policy

- 5 Council Chambers may only be used for the permitted uses stated in this policy.
- 6 Council does not allow external organizations, groups or members of the public to use Council Chambers for any of their meetings, gatherings or events.

Roles and responsibilities

- 7 Council reviews and approves revisions to this policy.
- 8 The City Manager reviews and approves any administrative policy or procedures related to this policy.
- 9 The City's Legislative Services team carries out this policy and follows any approved administrative policy or procedures that are related to this policy.

Exceptions

- 10 Despite this policy, Council may by resolution make any other decision it decides is needed in relation to the use of Council Chambers.

Definitions

- 11 In this Council policy,
 - (1) "Administration" means any individual who reports to the City Manager or to the City Manager's delegate;
 - (2) "City Hall" means the building located at 400 Main Street SE, Airdrie;
 - (3) "City facility" means a building, structure or area of land owned by or under the direction and control of the City, including, but not limited to, recreation centres, sports and fitness facilities, libraries, and exhibition facilities;
 - (4) "City Manager" means the chief administrative officer of the City of Airdrie or their delegate;
 - (5) "City of Airdrie" or "City" means the municipal corporation of the City of Airdrie or the areas contained within the City's municipal borders, as the context requires;
 - (6) "Council" means the duly elected Council of the City of Airdrie;
 - (7) "Council Chambers" means the meeting chambers located in City Hall;
 - (8) "Council committee" means each type of Council committee created by Council that is included in the definition of 'Council Committee' in the *Committees Bylaw B-11/2024*, as amended; and

- (9) “organization” means an organized group of people that has a particular purpose, including a business, society, or association.

Relevant legislation

N/A

Appendices

N/A

History

Date adopted / Resolution number:

Council amendments: N/A

Administration reviews: N/A

Date rescinded: N/A