



## COUNCIL POLICY

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**Policy Title:** Council Chamber-Operational Matters Policy

**Policy Number:** CC032

**Report Number:** Procedure Bylaw 44M2006, Bylaw 3M2009

**Approved by:** Council

**Effective Date:** 1986 April 29, 2009 January 26

**Business Unit:** Office of the Mayor

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### **BACKGROUND**

The following operational policies were adopted with respect to the Council Chamber 1986 April 29 by the Nominating Agenda and Personnel Committee.

Amendments were made to the operational policies and procedures in The City of Calgary Procedure Bylaw 44M2006 Section 16 by deleting Subsection (4) and adding Section 36.1 and adopted by Council on 2009 January 26 through Bylaw 3M2009.

### **PURPOSE**

To provide policies and protocol for the operation of the Council Chamber.

### **POLICY**

#### **Camera Equipment**

- The use of camera equipment in the Council Chamber is limited to the left or right side of the Chamber, close to the glass and doors.
- Under no circumstances should the camera equipment block passage ways or door ways.
- This policy be reviewed annually.

#### **Table Inside the Bar of Council**

- The table inside the Bar of Council is to be used by City Administration only.
- The City Clerk is requested to investigate the possibility of restricting access to the area and placing a sign prohibiting other usage.

Note: Not required.



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### **Use of Council Chambers**

44M2006, The Procedure Bylaw Section 36.1, as amended, 2009 January 26.

The City Clerk and the Mayor may approve the use of the Council Chambers for Meetings other than Meetings of Council.

### **Tours**

Due to the possibility of confidential papers being left on members of Council's desks and inadvertent tampering with the highly sensitive electronic equipment, Council Chamber Tours are to be confined to the public areas and not permitted beyond the Bar of Council.

### **Food**

No food or drink will be allowed in the public areas of the Council Chamber.

### **Cloakroom**

A cloakroom for the public will not be provided. However, if complaints are received, a review of this matter will be undertaken.

### **Photos**

Protocol directs that pictures of the Queen and Prince Phillip be displayed in the Chamber.

### **AMENDMENTS**

The City of Calgary Procedure Bylaw 44M2006 Section 16 was amended by deleting Subsection (4) and adding Section 36.1 and adopted by Council 2009 January 26 through Bylaw 3M2009.