

# Speaking or presenting at Committee

The Green Line Committee meeting on June 1 will have a public feedback component. To limit the spread of COVID-19 and to avoid mass gatherings, people can participate in the meeting by telephone.

How to speak at committee:

- Members of the public can sign up to speak at the meeting until June 1, just so long as the item they want to speak to hasn't already passed.
- Public wishing to speak are invited to contact the City Clerk's Office by email at [publicsubmissions@calgary.ca](mailto:publicsubmissions@calgary.ca) to register and to receive further information.
- City Clerks will send out instructions on how to speak during the meeting by phone to members of the public who register leading up to and on the day of meeting.

You can watch the committee meeting online at [Calgary.ca](https://calgary.ca).

## **SPEAKING AT COMMITTEE – NON-ENGLISH SPEAKERS**

Please call 311 for assistance if you need language support.

本通知包含对您有影响的重要信息。

请找人帮您翻译其中内容。or

请致电 311

### ***Can I speak at Committee if English is not my first language?***

For members of the public who do not speak English and would like for their voice to be heard, they are encouraged to present in their own language and have a friend/family to interpret for them including answering potential questions from members of Council. They can also have the friend or family member present on their behalf. If the friend/family member also wishes to speak, they are also welcome to speak and will be allotted their own 5 minutes. Please advise the City Clerk's Office in your email to [publicsubmissions@calgary.ca](mailto:publicsubmissions@calgary.ca). The City Clerk's Office will provide you with detailed instructions for both speakers."

## **SPEAKING AT COMMITTEE – FREQUENTLY ASKED QUESTIONS**

### ***How will I know if I'm confirmed to speak?***

You will receive an email confirming your time to speak at least 24 hours in advance of the Green Line Committee meeting. City Clerks staff will try to confirm your speaking earlier than that; however, depending on the number of requests coming in it may take longer to respond. Your patience is appreciated.

***How will I know when it's my turn to speak?***

You will receive a "Call-in Details" email at least 24 hours in advance of the meeting. That email will provide you call-in instructions as well as the approximate time you are scheduled to speak.

***Are there other ways for me to track when it will be my time to speak?***

The Call-in Details email you receive will provide all the information you need. We will also look into utilizing our 'live agenda' ([www.calgary.ca/agenda](http://www.calgary.ca/agenda)). That is a live tracker that is updated at the meeting. We will provide each speaker with a panel number or a unique identifier. They can check the live agenda to see where they are in the list and be prepared to call in.

***Can I speak as part of a group?***

Yes you can. When emailing your request to speak, make sure to specify that you wish to speak as part of a specific group. To make it easier, try to ensure each person in your group describes the group with the same group name. You can also request to have multiple presenters speak to the same presentation.

***Can a group of people combine their time but allow one person to speak for the entire combined time?***

The Chair will make that determination at the meeting. You should all advise of this when you email in your request to speak. At the meeting, you can advise the Chair what you wish to do at the beginning of your presentation. It is important that all people sign up and be in the call to confirm that they wish for the 'spokesperson' to speak on their behalf.

***Do I have to declare if I am in favour of or opposed to what is being presented?***

No, you do not have to declare this and you do not have to have a position.

***Can I share a presentation or other images as part of my speaking opportunity?***

If you have a PowerPoint presentation, add it to your email. You'll want to ensure that the entire document does not include confidential details and that it is labeled with page numbers.

***How do I submit a letter, petition or other document?***

You can provide your comments up until the item is voted on at the Committee. If submitted after May 25 your submission will not make appear in the Agenda right away. It will be eventually added.

If you want your submissions to be added to the Agenda and made available on the public website, please fill out the form at [www.calgary.ca/publicsubmissions](http://www.calgary.ca/publicsubmissions). You will need to agree and sign off that your submission in its entirety (including their name and contact information) can be published online.

***Do you have any other resources to help explain how this call-in process works?***

As this remote participation meeting is a very new process, our resources are still limited. To help understand how this public participation works, you are welcome to view the recent public meeting of the SPC on Community and Protective Services re: Banning Conversion Therapy wherein 121 members of the public spoke on this item. Here is the link to the [video](#).