

Public Submissions



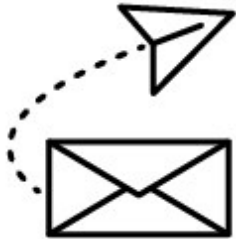
Deadline

Public submissions are due to the City Clerk's Office no later than 12:00 p.m. one week before the public hearing.



How to Submit

Public submissions should be submitted via the online portal [Public Submission to City Clerks \(calgary.ca\)](https://www.calgary.ca/public-submissions).



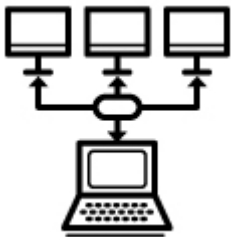
Format

Public submissions must be in a form which can be reproduced in the written record of the Public Hearing Meeting of Council.



Contents

Public hearing submissions and other communications from members of the public must clearly set out the matter at issue or the request, use respectful language, and contain the requestor's name and contact information.



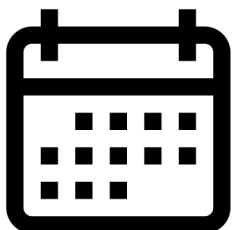
Public Info

The name of the public member making a submission and their comments will be made publicly available in the Public Hearing Meeting of Council Agenda and Minutes.



Withheld

A public hearing submission or communication received by the City Clerk which does not meet conditions may be withheld.



Missed Deadline

No public submission will be accepted by the City Clerk from the public after the advertised submission deadline. However, the individual/group may make a verbal presentation, which may include a written submission, with permission of the chair, as a component of their presentation OR the individual/group may contact a Member of Council, who will need to make a motion to add the public submission to the Corporate Record.



Additional Information

Additional information on how to participate in public hearings of Council and committee can be found on www.calgary.ca.