

Purpose:

- I To set out guidelines related to booking meetings in City Hall.

Policy Statement(s):**2 Meetings During Business Hours in 2nd Floor Meeting Rooms:****(a) Room Reservations:**

- (i) Rooms are for the use of Council, City Committees, and City Administration.

(A) Council Committee Rooms A and B are for Council use only.

- (ii) Rooms are reserved on a first come first served basis through Outlook Calendars.

(A) Legislative Services manages the Outlook Calendars for the 2nd Floor Committee Rooms.

(B) Council or Committee work may take precedence.

(C) From time to time the 2nd Floor Committee Rooms are allocated solely for the purposes of conducting a municipal election.

- (b) A City staff member or Councillor must be in attendance at each meeting held in the 2nd Floor Meeting Rooms.

3 Meetings After Business Hours/On Weekends in 2nd Floor Meeting Rooms:

- (1) When the public will not be in attendance at an after-hours or weekend meeting and Commissionaires have not been requested, the meeting hosts are responsible for the safety of meeting participants while they are in City Hall.

- (2) For meetings after 4:30 p.m. on business days or on the weekend, a City staff member, Councillor, or Commissionaire must be the last person to depart City Hall, ensuring that all persons in attendance at the meeting have left City Hall.

4 All Other City Hall Meeting Rooms:**(1) Room Reservation:**

- (a) Rooms are booked through Outlook Calendars. Confirmation of booking these rooms is automated and is sent to the person booking the room if the room is available.

Definitions:

- 5 2nd Floor Meeting Rooms: Includes Council Chambers, Crimson Star, Wapiti, Cornerstone, and Council Committee Rooms

References/Links:

- I 7014-CP Audiovisual Equipment Reservation & Inventory

Scope/Application:

- I This policy applies to all staff booking meetings in City Hall.

Authority/Responsibility to Implement:

- I Legislative Services Manager

Inquiries/Contact Person:

- I Legislative Services Manager

Document History:

Date:	Approved/Reviewed By:	Title:
January 2001	"Norbert Van Wyk"	City Manager
Revised: January 27, 2017	"Craig Curtis"	City Manager
Revised: October 27, 2017	"Craig Curtis"	City Manager

Administrative Revisions:

Date:	Description
May 31, 2010	Renumbered from 5108 to 7013 (due to LAS becoming LGS-separate from Corporate Services) Changed reference of Legislative & Administrative Services Manager to Legislative & Governance Services Manager Moved information in Scope/Application to Policy Statement section; moved Policy Statement section to Purpose; added a reference
July 6, 2012	Changed "Legislative & Governance Services Manager" to "Director of Legislative & Governance Services"
August 3, 2012	Legislative & Governance Services Office changed to Legislative Services department Director of Legislative & Governance Services changed to Legislative Services Manager
November 3, 2017	Changed "precedent" to "precedence" in point 2 (a)(ii)(B)