



Administrative Policy # 2019-04

Use of Council Chambers Policy

1. Purpose:

The purpose of this Policy is to establish guidelines for the use of Town Council Chambers. Town Council Chambers are a special part of Town Hall, primarily reserved for the conduct of Council meetings, formal civic functions of Council and Town staff meetings; however, this Policy also serves to accommodate special requests by local community groups.

2. Priority of Use:

- a) Council Chambers shall be made available based on the following priority scale:
 - First Priority:** Town Council and official Town Council events
 - Second Priority:** Meetings of Town Boards and Commissions
 - Third Priority:** Meetings called by Town departments
 - Fourth Priority:** Public meetings by other governmental organizations
 - Fifth Priority:** Local community groups
- b) The Town of Digby reserves the right to cancel any booked meeting, up to one hour prior to the scheduled booking time, if there is an urgent need for Council Chambers for a higher priority use.
- c) The Town assumes no liability for displacing such groups or forcing cancellation and will not provide alternative accommodations at other Town facilities.

3. Room Booking Requests by Local community Groups:

- a) Any local community group wanting to book Council Chambers must submit a written request to Town Council, for approval, at least one month prior to the booking date. Requests must include organization contact information, the purpose of the meeting and the number expected to attend the meeting.
- b) Meetings must be held between 8:30 AM and 4:30 PM (regular Town Hall office hours), unless a member of Council or a Town employee is in attendance. That municipal

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designate is responsible for opening and closing (locking) of Council Chambers and the Town Hall outside of regular office hours.

- c) The applicant must notify the Executive Assistant of any cancelation, as soon as known, so that Council Chambers may be reassigned.
- d) Permission to use Council Chambers does not constitute an endorsement by the Town of the group's policies, statements or positions, or what is discussed while in Council Chambers.

4. Room Condition:

- a) Council Chambers and washroom facilities must be returned to the original condition following use. The users will be responsible for any/all damages to the facilities.
- b) Use of Council Chambers is at no charge, however, groups that damage or fail to properly restore the Council Chambers shall be charged a \$50.00 fee, for janitorial or other services required to restore the Council Chambers to its original condition.

5. Room Capacity:

Under the National Fire Code of Canada, Council Chambers can accommodate the maximum number of occupants posted on the wall of the Council Chambers. Any users of the Council Chambers are required to comply with this regulation.


Clerk's Annotation for Official Policy Book

Date of Notice: February 19, 2019

Date of adoption: March 11, 2019

Policy effective date: March 31, 2019

I certify that this Administrative Policy # 2019-04 Use of Council Chambers Policy was adopted by Council as indicated above.



Clerk

March 12, 2019

Date