

CITY OF SASKATOON COUNCIL POLICY

NUMBER
C01-017

POLICY TITLE <i>Use of Council Chambers and Committee Rooms</i>	ADOPTED BY: <i>City Council</i>	EFFECTIVE DATE <i>August 15, 1983</i>
		UPDATED TO <i>November 5, 2007</i>
ORIGIN/AUTHORITY <i>Legislation and Finance Committee Report No. 35-1983; City Commissioner's Report No. 30-1983; Planning and Development Committee Report No. 2-1984; City Commissioner's Memo dated August 28, 1989; and Executive Committee Reports 13-2006 and 18-2007</i>	CITY FILE NO. <i>CK. 640-5</i>	PAGE NUMBER <i>1 of 4</i>

1. PURPOSE

To ensure proper use of the Council Chambers and Committee Rooms.

2. DEFINITIONS

2.1 Committee Rooms – includes Committee Rooms A, B and E.

3. POLICY

3.1 The Council Chambers is subject to the following restrictions and provisions:

- a) The City Clerk is responsible for the use of the Council Chambers.
- b) The Council Chambers shall be used only by City Council for regular and special meetings of Council, including special signing ceremonies between any other levels of government and any special meeting so approved by the City Clerk.
- d) With the exception of water, no food or beverages shall be allowed in the Council Chambers.
- e) Smoking shall not be permitted in the Council Chambers in accordance with Policy C06-001.
- f) Before anyone enters the Council Chambers, all cell phones must be turned off.

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- g) Any rubber footwear must be left in the main foyer outside the Council Chambers.
- h) The public and the news media are to remain in the public gallery portion of the Council Chambers, unless invited within the Bar of the Council Chambers by the Mayor.
- i) Capacity – By order of the Fire Chief, the following is the maximum capacity for the Council Chambers and City Hall Foyer:
- Gallery portion of the Council Chambers - 180 persons;
 - City Hall Foyer (non-fixed seating) – 227 persons; and
 - City Hall Foyer (standing room only) – 250 persons.
- j) Accommodations have been made for televising Council meetings. When attendance in the Council Chambers is predicted to be over acceptable levels as noted in section 3.1 i) above, the City Clerk shall arrange to set up a television in the City Hall Foyer.
- k) Hearing Assistance Devices – Hearing assistance devices are available for use in the Council Chambers and may be obtained from the Commissionaire in the City Hall Foyer prior the meeting. Should members of the public wishing to address City Council require an interpreter, the City Clerk's Office will arrange for same, through the Saskatchewan Deaf and Hard of Hearing Services, and will cover the costs. One week's notice is required.
- l) Recording of Council Meetings
- i) No person, other than the media and the City Clerk's Office, shall be permitted to take or attempt to take a photograph, motion picture, audio recording or other record capable of producing an oral or visual production by electronic or other means at a Council meeting. The only exception would be for award presentations by City Council, through prior approval from the City Clerk's Office.
- ii) The guidelines for audio recording and transcripts of City Council meetings by the City Clerk's Office are dealt with under Policy C01-022.

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- m) Presentations and Presentation Material
 - i) PowerPoint or video presentations may be made at a Council meeting provided that the City Clerk's Office is consulted one week prior to the Council meeting.
 - ii) Plans and other materials are not to be pinned to the walls in the Council Chambers but may be displayed by way of the moveable display boards located within the Bar of the Council Chambers. The materials must be placed on the display boards prior to the Council meeting.

3.2 Committee Rooms are subject to the following restrictions and provisions:

- a) Reservations shall be made through the City Clerk's Office.
- b) Lunch and beverages shall be permitted in Committee Rooms.
- c) Council Committees shall have a priority for the use and reservation of Committee Rooms at all times.
- d) Reservations shall be granted to only those outside organizations that have City Administrative staff directly involved.
- e) PowerPoint or video presentations may be made provided that the City Clerk's Office is consulted one week prior to the meeting.
- f) Use of Committee Room E for News Conferences – The City Clerk's Office will refer all requests to use Committee Room E for news conference to the Communications Branch. The Communications Branch will make the necessary arrangements for the appropriate setup for news conferences.
- g) Recording of Committee Meetings - No person, other than the media, will be permitted to take or attempt to take a photograph, motion picture, audio recording or other record capable of producing an oral or visual reproduction by electronic or other means at a Committee meeting.

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- h) The public and the news media are to remain in the public gallery area of the Committee room, unless invited by the Chair to come forward to make a presentation to the Committee.
- i) Hearing Assistance Devices – Committee Rooms A and E have been equipped with systems to enhance the sound. Further hearing assistance devices may be booked prior to the Committee meeting by contacting the City Clerk’s Office. Should members of the public wishing to address a Council Committee require an interpreter, the City Clerk’s Office will arrange for same, through the Saskatchewan Deaf and Hard of Hearing Services, and will cover the costs. One week’s notice is required.

4. RESPONSIBILITIES

- 4.1 City Clerk - shall be responsible for administering the policy as outlined above and for the review and update of the policy.
- 4.2 Communications Branch – shall be responsible for approving all requests to use Committee Room E for a news conference and shall issue instructions for the appropriate setup.
- 4.3 City Council – shall be responsible for approving amendments to this policy.