

<b>Title:</b> Use of Council Chambers Policy		<b>Policy No:</b> 3.19  <b>Supersedes:</b> n/a
<b>Effective Date:</b> April 23, 2024	<b>Amended Date:</b> n/a	<b>Review Date:</b> April 23, 2026
<b>Policy Statement:</b> The City of Maple Ridge Council Chambers is available for use by the Mayor, members of Council, and City staff for City business only.		
<b>Purpose:</b> The purpose of this Policy is to set out the protocols for the use of the Council Chambers.		
<b>Scope:</b> This Policy applies to Council, City staff, and the public.		
<b>Definitions:</b> <b>Council Chambers</b> means the facility at City Hall primarily used for holding Council meetings and other City-related matters.  <b>IT Department</b> means the Information Technology Department.		
<b>Procedure:</b> <ol style="list-style-type: none"> <li>1. Council Chamber bookings will be made in accordance with the procedures out lined in this Policy.</li> <li>2. Except as otherwise set out in this Policy, Council Chambers is not available as a rental or meeting facility to the public and is only available for use by the Mayor, Council, and City staff.</li> <li>3. Council Chambers is not available for use by the media, for photographic opportunities by the public, or for filming purposes, except as may be permitted by City bylaw or policy, or as otherwise agreed upon by the City in writing. Any political activities will not be permitted in the Council Chambers, in accordance with the City's Political Activity Policy.</li> <li>4. The first priority for use of the Council Chambers is Council. Priority after that will be to Council Committees, Boards and Commissions, and then City staff. This ensures that the Council</li> </ol>		

Chambers is available for use when needed, ensures that the Council Chambers and its equipment remains secure, and ensures that City staff are available for setting up the equipment and securing the Council Chambers after meetings conclude.

5. City staff that wish to use the Council Chambers as a meeting facility are responsible for booking the Council Chambers and for requesting technical support from the IT Department as needed. Bookings can be made through the Legislative Services Department.
6. Food and drinks are not permitted in the Council Chambers at any time. Council Chambers must be kept in a clean state and debris must be removed after meetings conclude.
7. Council Chambers must be locked and secured after each use, and equipment located in the Council Chambers must be securely logged off.
8. Any keys provided for meetings in the Council Chambers must be returned to the Legislative Services Department, and any additional equipment or technology loaned by the IT Department must be returned to that department.

**Administration:**

9. This Policy will be administered by the Legislative Services Department.

**Exceptions:**

The CAO has the discretion to make any exceptions to this Policy, as needed.

<b>(Administration Only)</b>	<b>Signature</b>	<b>Date Signed</b>
<b>Resolution No.:</b>		