MUNICIPALITY OF LAKELAND RIDGES

LAKELAND RIDGES

POLICY P-006
Council Chambers

1. PURPOSE

The purpose of this policy is to promote a safe, respectful, and orderly environment in the Council Chambers that allows Council to conduct public business efficiently while ensuring the public's right to observe and participate as permitted.

2. SCOPE

This policy applies to all individuals present in the Council Chambers, including Council members, staff, presenters, attendees of the public, media and visitors.

3. GENERAL STANDARDS OF CONDUCT

a) All persons shall conduct themselves in a courteous and respectful manner.
b) Disruptive behavior that interferes with orderly conduct of a meeting is prohibited.
c) Personal attacks, profanity, threats, or abusive language are not permitted.

4. DECORUM DURING MEETINGS

a) Attendees and media should adhere to the Chamber Meeting Rules of Decorum available for review at every meeting.
b) Attendees shall remain seated and quiet.
c) Attendees and media must refrain from approaching the Council tables.
d) Attendees may quietly leave at any time during the meeting.
e) Demonstrations of approval or disapproval (ex: applause, booing) are not permitted.
f) Electronic devices shall be silenced.

5. PRESENTATIONS TO COUNCIL

a) All requests to present before Council must be submitted to the Clerk accompanied with an outline of the topic.
b) Requests must be received no later than seven (7) days prior to the next scheduled Council meeting.
c) Submission of a request does not guarantee placement on the agenda.
d) Each presentation is limited to a maximum of three (3) minutes. An extension to the time limit will only be granted at the discretion of Council.
e) A maximum of two (2) speakers is permitted per presentation.
f) Presentations must remain focused on the topic identified in the original request and approved for the agenda.
g) Any materials intended for presentation or distribution as handouts on the topic approved for the agenda must be submitted to the Clerk no later than 12:00 p.m. on the Friday preceding the scheduled meeting date.
h) Following the presentation, the Chair will invite members of Council to ask any questions for clarification purposes.

i) The question period is not intended for debate and will be conducted at the discretion of the Chair.

j) All presentations and submitted materials may form part of the official public record.

6. RECORDING AND MEDIA

All council meetings will be live streamed. A recording of the regular meeting shall be posted on our YouTube channel, for up to a year, barring any technical difficulties that would prevent a proper recording. Members of the public and media may record open council meetings subject to the conduct rules outlined below:

a) Recording of open council meetings is permitted provided that such recording is conducted in a non-disruptive and silent manner that does not interfere with the orderly conduct of the meeting.

b) Recording is not permitted during properly convened closed sessions as authorized under the Local Governance Acts. 68 (1).

c) Recording equipment must be positioned and operated in a manner that does not obstruct views, create hazards, or disrupt the meeting. Bright lights, roaming cameras, and obstruction of aisles or sightlines are prohibited. The Chair may designate specific areas for tripods or larger recording equipment.

7. ENFORCEMENT

a) The Chair of the meeting, generally the Mayor, is responsible for maintaining order in the Council Chambers.

b) The Chair may issue a warning to individuals who violate this policy.

c) Individuals who continue disruptive behaviour after a warning may be asked to leave the Council Chambers.

d) Law enforcement or security personnel may be requested to assist if an individual refuses to leave voluntarily.

e) Any individual who has been removed from a meeting or found to be in violation of this policy may be prohibited from attending future meetings for a period determined by Council.

Council Approved Date: October 14, 2026

Gregory Grant, Mayor

MUNICIPALITY OF LAKELAND RIDGES INCORPORATED Jan 1, 2023

Susan Patterson, CAO/Clerk