



Town of Whitby Policy

Policy Title:	Use of Council Chambers
Policy Number:	G 220
Category:	Governance
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Approval:	Council
Point of Contact:	Town Clerk

Policy Statement

The Use of Council Chambers Policy provides guidelines and criteria that identify suitable uses for the Council Chambers located in Town Hall.

The Council Chambers space is emblematic of governance and the democratic process of the Town, and as such, requires reasonable conditions outlining the acceptable and respectful use of the space.

Purpose

The purpose of this policy is to establish guidelines and a set of criteria to assist in evaluating requests for the use and booking of Council Chambers and to determine whether requests meet the criteria outlined within the policy.

Scope

This policy applies to all requests, bookings, and the overall use of the Council Chambers, including the attached meeting room area.

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1. Definitions

- 1.1. **Council Chambers** means the room on the main level of Town Hall, 575 Rossland Road East, Whitby, where meetings of Council and Standing Committees are regularly held.
- 1.2. **Requestor** means a Town Staff member, a Member of Council, or another level of government requesting use of the Council Chambers in accordance with this policy.

2. General

- 2.1. The Council Chambers shall only be used for Town business purposes along with other acceptable uses as noted in Section 3 of this policy.
- 2.2. Staff in the Office of the Town Clerk are required to be made aware of bookings of the Council Chambers in advance of its use for the following reasons:
 - 2.2.1. Determining whether requests meet the criteria outlined in this policy;
 - 2.2.2. Protecting the security of the Town's property and technology within the Council Chambers;
 - 2.2.3. Managing booking requests for the Council Chambers to ensure that bookings are coordinated and that security can be arranged with Corporate Security for after-hours use of the space;
 - 2.2.4. Ensuring that cleaning and maintenance services are provided as necessary; and,
 - 2.2.5. Ensuring the availability of the space for Council and Committee meetings and safeguarding the confidentiality of closed meetings.
- 2.3. Use of the audio/video and technology equipment in the Council Chambers is limited to Town Staff unless otherwise approved by Staff in the Office of the Town Clerk. Prior to using the audio/video equipment and technology in the Council Chambers, requestors must make arrangements with Staff in the Office of the Town Clerk to receive instructions on the operation of the equipment.
- 2.4. Weekend or holiday bookings of the Council Chambers is prohibited unless otherwise approved by the Chief Administrative Officer and arrangements are made to have Facilities Staff and security present.
- 2.5. The Office of the Town Clerk reserves the right to reschedule or cancel Council Chambers bookings if the Council Chambers is needed for urgent,

unscheduled, or emergency Town business. Staff in the Office of the Town Clerk will make reasonable efforts to notify Requestors of such conflicts.

3. Acceptable Uses of the Council Chambers

- 3.1. Priority use of the Council Chambers will be given to meetings of Council and any of its related Committees.
- 3.2. Other permitted uses of the Council Chambers include:
 - 3.2.1. Civil marriage ceremonies officiated by Staff in the Office of the Town Clerk.
 - 3.2.2. Public meetings, open houses, and engagement sessions organized by Town Staff.
 - 3.2.3. Staff training sessions, Staff meetings, and meetings organized by Town Staff with external stakeholders.
 - 3.2.4. Program or funding announcements by other levels of government with prior notification to the Chief Administrative Officer (see also Grant Announcement Procedure F 270-002).
 - 3.2.5. Civic engagement presentations, tours, or visits to the Council Chambers organized by the Office of the Town Clerk or Staff in the Mayor and Councillors' Office.
 - 3.2.6. Recognitions of individuals or organizations by the Mayor (see also Standard Operating Procedures CLK-MOC 005: Recognitions by Mayor and Council and CLK-MOC 007: Tree Dedication Ceremonies).
 - 3.2.7. Corporately supported town hall style meetings or task force meetings organized by the Chief Administrative Officer or the Mayor and Councillors' Office.
 - 3.2.8. Provincial adjudicative bodies for hearings, including the Local Planning Appeal Tribunal and Assessment Review Board.
 - 3.2.9. Members of Council booking the meeting room area in the Council Chambers in accordance with Section 4 of this policy for the purpose of conducting meetings with constituents.
 - 3.2.10. Other uses of the Council Chambers that relate to the business of the Town if approved by the Chief Administrative Officer.

4. Procedures for Requesting Use of the Council Chambers

- 4.1. Requestors to:

- 4.1.1. Submit requests to book the Council Chambers by adding the space as a meeting room through the Town's corporate Outlook directory or by sending an email with information about the request to clerk@whitby.ca.
- 4.1.2. Indicate whether use of the audio/video equipment and technology in the Council Chambers is required.
- 4.1.3. Working with Staff in the Office of the Town Clerk, identify any physical setup requirements for the Council Chambers and provide that information to the Town Hall Building Attendants by email.

This Policy is hereby approved by Council Resolution # 177-25 on this 6th day of October, 2025.