

<i>Policy Category</i>	<i>Name of Policy</i>
<i>Regional Council</i>	<i>Management of Personal Items, Equipment and Disruptive Behaviour Prior to a Closed Session of Committee or Council</i>

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<b>Policy Owner</b>	Regional Clerk
<b>Approval Body</b>	Regional Council
<b>Approval Date</b>	July 5, 2018
<b>Effective Date</b>	July 10, 2018
<b>Review by Date</b>	May 2019

## 1. Policy

This policy has been developed to uphold the Values of the municipality and introduce procedures to effectively conduct closed session meetings of Council and/or Committee.

## 2. Purpose

This policy will improve the management of personal items, equipment and disruptive behaviour that may occur prior to or during a closed session of Council and/or Committee.

## 3. Scope

This policy applies to all Councillors and Regional staff. Adherence to this policy will enable the improvement to the business flow of Council when transitioning from open to closed session.

### 3.1. Roles and Responsibilities

The primary responsibility in administering and reviewing this policy is the Regional Clerk. Although the primary responsibility of administering this policy resides with the Regional Clerk, the overall responsibility is the Chief Administrative Officer, and thereafter, the Regional Chair.

## 4. References and Related Documents.

### 4.1. Legislation, By-Laws and/or Directives

Municipal Act

Procedural By-Law

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## 4.2. Procedures

- 4.2.1 All authorized video recordings of Committee and Council should be readily posted on the Region's website as coordinated by the Office of the Regional Clerk. Any request for the video recording should be made to the Office of the Regional Clerk.

### Closed Sessions

- 4.2.2 If a motion of Committee or Council is duly passed to proceed into closed session (as permitted under the *Municipal Act*), then the Regional Chair or presiding officer will read aloud a statement to the media and public that all portable belongings (such as laptops, smartphones, cameras and associated equipment) are to be removed. The Regional Chair or presiding officer shall provide sufficient time (maximum of five minutes) for the media and public area to vacate.
- 4.2.3 Upon the direction of the Clerk, the Deputy Clerk or Legislative Coordinator will scan the meeting room to ensure all personal belongings in the media and public areas are removed. In the event that an item is left behind by the media or public, the Clerk will request that the appropriate security personnel remove the item. The security personnel will then return the item to the appropriate person owning the property. If the owner cannot be identified, the item will be secured in the Clerk's Office until the owner claims the item.
- 4.2.4 For clothing items (such as hats, gloves, scarfs, etc.), the item will be kept in the "lost and found" container for a period of one year. Thereafter, the item will be donated or discarded.
- 4.2.5 If there exists heavy or bulky media equipment (such as a recording camera on a tripod), then the Clerk may grant permission to leave the equipment within the meeting room, provided that the equipment is powered down and turned away from the Council seating area.
- 4.2.6 Should staff or Council locate equipment that has possibly recorded a closed session meeting, the owner of the equipment shall be located and the owner shall demonstrate to the Clerk that the device has not recorded. If the device did record the meeting inadvertently, then the owner shall erase the recording to the satisfaction of the Clerk. Should the owner of the item not be compliant with the request of the Clerk, then Section 4.2.7 and 4.2.8 applies.

### Disruptive Behaviour

- 4.2.7 If there is a member of the media (including a citizen journalist or member of the public) that does not comply with the direction of the Clerk or security personnel, then every attempt will be made to speak with the person to discuss the disruptive behavior.

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4.2.8 If the disruptive behaviour continues, the Regional Chair or presiding officer may expel the person for improper conduct at a meeting, as per Section 241 (2) of the *Municipal Act*. Should the person not comply with the decision of the Head of Council or presiding officer, the security personnel will contact police services for assistance.

## 5. Related Policies

Procedural By-Law

## 6. Document Control

The electronic version of this document is recognized as the only valid version.

### Approval History

Approver(s)	Approved Date	Effective Date
Council	July 5, 2018	July 10, 2018

### Revision History

Revision No.	Date	Summary of Change(s)	Changed by