



Regional Municipality of Durham
Corporate Services
Council Policy Manual

Title: Use of Council Chambers Policy		
Policy #: CS-USE-1	Issued: September 24, 2025	Page #: 1 of 4
Revised: N/A		
Approved by: Council		
Responsibility: Regional Clerk and Chief Administrative Officer Section: Council Services		

1. Policy

- 1.1 The Regional Council Chambers shall be used for Regional business purposes and uses only, with limited exceptions as permitted within this policy.
- 1.2 The Regional Council Chambers is not available for booking by the general public.
- 1.3 The Regional Clerk's Office must be aware of who is using the Council Chambers and when they are using it for several reasons including, but not limited to:
 - Keeping a record of who is in the building in the event of an emergency;
 - Protecting the security of the Region's property and technology within the Council Chambers;
 - Provision of cleaning and maintenance services; and
 - Safeguarding the confidentiality of closed meetings.
- 1.4 The Regional Clerk, in consultation with the Chief Administrative Officer or their designate(s), may approve amendments to this policy as well as determine the appropriate action to address any requests or circumstances that are not identified in this policy.

2. Scope

- 2.1 This policy is limited to Regional Council Chambers and the attached office and boardroom.
- 2.2 Other meeting rooms at the Regional Headquarters building are outside the scope of this policy.

3. Definitions

- 3.1 "Regional business" means business of the Corporation of the Regional Municipality of Durham, or its agencies, boards and commissions.
- 3.2 "Regional Clerk" means the Regional Clerk and Director of Legislative Services, and the Deputy Regional Clerk(s) for the Regional Municipality of Durham.

- 3.3 “Regional Council Chambers” or “Chambers” means the room on the first floor of the Regional Headquarters Building, 605 Rossland Road East, Whitby, where meetings of Regional Council are regularly held.

4. Acceptable Uses for Council Chambers

- 4.1 Regional Council Chambers may only be used for Regional business purposes, including but not limited to:

- Meetings of Regional Council, any of its related agencies, boards, or committees;
- Regional employee training and education;
- Awards ceremonies;
- Public meetings organized by Regional employees; and
- Creating promotional materials.

- 4.2 Announcements or events by other levels of government or government agencies may also be permitted.

- 4.3 Informal tours or visits of the Council Chambers may be conducted by staff or members of Regional Council, provided the room is not already in use at the time. The Regional Clerk or on-duty building Security Guard shall be advised of any such activity prior to entry to the Council Chambers. Members of staff who do not have security card access to Regional Council Chambers may make a request to the Clerk’s Office through Clerks@Durham.ca to request access to view the Chambers.

- 4.4 Members of Regional Council may book the Council Chambers or the attached boardroom for Regional business, including but not limited to:

- Creating promotional materials (provided they are not election related and comply with the Council Code of Conduct);
- Informal tours; and
- To conduct private meetings (generally limited to the boardroom or office area).

No member of Regional Council shall use the Council Chambers in a manner that contravenes the provisions of this policy, or the Regional Council Code of Conduct.

Additionally, the Council Chambers shall not be used for any candidate’s election related activity in accordance with the Policy on the Use of Corporate Resources for Election Purposes.

5. Procedures for Requesting Use of the Council Chambers

- 5.1 The Regional Clerk or their designate(s) shall maintain a calendar of Council Chambers bookings.

- 5.2 Regional employees or Councillors that wish to book or access the Council Chambers shall make a request by e-mailing the Regional Clerk’s office at Clerks@Durham.ca. The Regional Clerk’s Office will provide the requestor with a form to complete in order to collect the following information about the event:

- General purpose of the booking;
- Intended hours of use;
- Anticipated number of attendees;
- Regional employee(s) who will be in attendance;
- Whether attendees will include non-Regional staff;
- If use of the Council Chambers audiovisual (AV) system is required;
- If food or drink will be served, and any associated cleaning requirements;
- Any specific security or accessibility requirements; and
- Primary and secondary contacts for the booking (if applicable).

5.3 The Regional Clerk or their designate(s) shall consider each request to use the Council Chambers and evaluate compliance with the requirements of this policy prior to approval.

5.4 Priority booking and use of the Council Chambers shall always be given to meetings of Regional Council, its Standing Committees, Committee of the Whole, and the Transit Executive Committee. If a scheduling conflict occurs, other uses of the Council Chambers may be required to reschedule or relocate.

6. Additional Considerations

6.1 Under the Fire Code (O.Reg 213/07), Council Chambers can accommodate a maximum of 177 people. All users of the Council Chambers are required to comply with this regulation.

6.2 Individual(s) who have booked the Chambers are responsible for returning the Council Chambers to its original condition following use.

6.3 Entry to the Council Chambers is restricted to those with security card access. If an employee requires access to the Council Chambers but does not have security card access, they must arrange with the Works Department, Facilities Division, to update their security access card in advance or speak with on-duty security to gain immediate access. The Regional Clerk or their designate(s) shall be responsible for authorizing requests to use the Council Chambers. Employees in the Regional Clerk's office may also assist with gaining immediate access.

7. Emergency Procedures

7.1 Individuals using the Council Chambers during an emergency shall follow existing Regional emergency procedures. Of note, there are three (3) points of egress from the Council Chambers, two (2) in the main Council Chambers area and one (1) in the attached boardroom. Individuals using the Chambers should be mindful of where exits are located and where they lead.

8. Roles and Responsibilities

8.1 The Regional Clerk or their designate(s) shall be responsible for authorizing requests to use the Council Chambers and maintaining a calendar of bookings. The Regional Clerk or their designate(s) shall also approve requests for security card access to the Council Chambers.

- 8.2 Regional employees and Regional Councillors who wish to use the Council Chambers are responsible for contacting the Clerk's Office through Clerks@Durham.ca to request use of the space, completing the requisite form, and obtaining approval prior to using the Council Chambers. Users are responsible for returning the room to its original condition following use, and advising the Regional Clerk as soon as possible of any urgent maintenance requirements.
- 8.3 The Works Department, Facilities Division, is responsible for granting security card access to the Council Chambers. The Regional Clerk or designate must approve such requests for access to the Council Chambers.
- 8.4 The Corporate Services Department, IT Division, is responsible for the use of audiovisual (AV) equipment and other technological resources in the Council Chambers.
- 8.5 Members of the public utilizing the Council Chambers are expected to follow appropriate behaviour when interacting with Regional employees and using Regional facilities. Guidelines for appropriate behaviour are outlined in the [Public Code of Conduct Policy](#).

9. References

- 9.1 Report [#2004-A-25](#) re: Corporate Policy Regarding the Use of Meeting Rooms
- 9.2 Public Code of Conduct Policy
- 9.3 Regional Council Code of Conduct
- 9.4 Policy on the Use of Corporate Resources for Election Purposes
- 9.5 Employee Code of Conduct

10. Inquiries

- 10.1 For additional information regarding this policy please contact the Regional Clerk at Clerks@Durham.ca